



RIVER FOREST TOWNSHIP

Caring | Connection | Community

Job Description: River Forest Township Clerk

Township Clerk:

- Elected, part-time, paid position, 5 hours per week on average. *Must be a River Forest resident.*
- Although the position is clerical and organizational in nature, the subject matter is interesting and multi-faceted. Township staff/elected officials are passionate about what they do.
- *The Township Clerk position is a positive way to serve our community.*

Clerk would be appointed with a targeted start date of January 1, 2021 and must run for the office of Township Clerk in the April 2021 elections. If elected, Clerk would serve a 4-year term starting in May 2021.

Responsibilities of the Clerk:

- Posts meeting agendas and notices as mandated by Open Meetings Act (OMA) and Township code.
- Takes meeting minutes, drafts them for Board approval, and publishes final minutes as mandated by OMA and Township code.
- Responsible for Township document and record organization, filing and storage, both electronic and paper.
- Publishes required legal notices.
- Submits documents for official filing, including levy, budget, annual meeting dates, per mandated deadlines.
- Organizes the Annual Town Meeting.
- Sets the calendar of annual meeting dates.
- Acts as the Freedom of Information Act (FOIA) officer and OMA designee for the Township.
- Responds to FOIA requests as mandated by FOIA.
- Assists residents with voter registration and election-related inquiries.
- Acts as Township notary.
- Assists Supervisor in updating Township website.

Required skills:

- Highly organized
- Strong attention to details
- Highly conscientious and on top of deadlines
- Correct and concise writer
- Strong command of Word and electronic document organization
- Proactive and able to multitask
- Experience with scanning, photocopying and filing documents
- Must be physically present (as Covid restrictions allow) at the monthly Township Board meetings (generally 3rd Tuesday of the month)
- Willing and able to work at least some hours in the office each week (depending on covid restrictions), with the balance being worked from home
- Able to lift 20 pounds

Helpful:

- Knowledge or interest in human services relating to seniors, youth, mental health, developmental disabilities, underage substance prevention
- Strong connection to the River Forest community
- Any unique interests or talents which can be shared with the populations served by the Township
- Willing to help with Township outreach efforts such as the Memorial Day Parade and Rotary Food Truck Rally

Salary:

Approximately \$6000 per year. No benefits.

Interested?

Please contact Supervisor Carla Sloan at supervisor@riverforestownship.org with questions. If interested in applying, please email your resume and a brief statement outlining why the position interests you and how you are qualified.

Deadline for applying:

Friday, October 2, 2020.