



## RIVER FOREST TOWNSHIP

Caring | Connection | Community

*Are you interested in getting more involved in your River Forest community? Are you looking for part-time work? The River Forest Township Clerk position is a positive way to serve our community.*

*The Township Clerk would be appointed May 21, 2024 and must be willing to run for the office of the Township Clerk in the April 2025 election. If elected, the Clerk would serve a 4-year term starting May 2025. To be considered, you must be a registered voter who has resided in River Forest, Illinois for at least one year.*

*Remuneration per Ordinance for this exempt position for the period May 2024 - May 2025 is \$7035.00 per year paid monthly with no benefits (not eligible for IMRF) based on an average of 5 hours / week split between in the office, in meetings and working in the community.*

*Although the position is clerical in nature, the subject matter is interesting and multi-faceted. Township staff and officials are passionate about what they do to help with General Assistance, Mental Health, Senior Services and Youth & Family Services in the River Forest community. For more information about the River Forest Township, check out the website at [www.RiverForestTownship.org](http://www.RiverForestTownship.org).*

### **Job Description: River Forest Township Clerk**

#### Responsibilities of the Clerk:

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

Required skills:

- Highly organized and strong attention to details.
- Highly conscientious and on top of deadlines; Proactive and able to multitask.
- Correct and concise writer.
- Strong command of Word, Google Docs and electronic document organization.
- Experience with scanning, photocopying and filing documents.
- Must be physically present at the monthly Township Board meetings (*generally 2nd or 3rd Tuesday of the month from 6-8pm*).
- Willing and able to work at least 2 hours in the office each week (*preferably Tuesday late afternoons*), with the balance being worked in the office, from home, in the community, and/or by attending Township-related meetings.
- Able to lift 20 pounds.

Helpful:

- Ability to post files to a website (using SquareSpace).
- Experience with Constant Contact or other email services.
- Experience managing Social Media Channels (Facebook, Instagram, LinkedIn, etc.) for non-profit or government organizations.
- Knowledge or interest in human services relating to seniors, youth & family services, 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.

**For more information and to apply by May 1, 2024, please send a cover letter explaining your interest in the position and qualifications along with your resume to [CLERK@RIVERFORESTTOWNSHIP.ORG](mailto:CLERK@RIVERFORESTTOWNSHIP.ORG).**

A person is not eligible to hold any office if that person, at the time required for taking the oath of office, has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (60 ILCS 1/55-6).