

VILLAGE OF EARLVILLE IS SEEKING A DEPUTY CLERK

(PT 20 hours/week)

To assist the Village Clerk in performing the administrative duties and responsibilities of the office. Ability to maintain confidentiality. Ability to deal tactfully and courteously with board members, committee members, constituents, co-workers, and other people who interface with the Village Clerk's office. Good knowledge of office terminology and procedures. Good knowledge of business arithmetic and English. Good math skills. Ability to understand and conduct oral and written instructions. Ability to compose reports and maintain records. Ability to operate a personal computer, copiers, and calculator. Possession of integrity and honesty. Physical condition commensurate with the demands of the position. Ability to obtain a Notary Public license – desirable. Good working knowledge of municipal government – desirable. The pay is \$16.21 per hr., possibly negotiable.

**For full job description and qualifications go to:
villageofearlville.com**