

# Job Description: Village Clerk

CAMBRIA, ILLINOIS

## Position Summary

The Village Clerk serves as the chief administrative officer responsible for maintaining all official records, documents, and proceedings of the Village. This position ensures compliance with Illinois statutes governing municipal operations, including the Illinois Municipal Code (65 ILCS 5/), the Freedom of Information Act (FOIA), Local Records Act (LRA), and the Open Meetings Act (OMA). The Village Clerk provides essential support to the Village Board, manages public records, coordinates elections, and serves as the primary point of contact for residents seeking access to municipal documents and information.

## Classification

**Department:** Village of Cambria

**Reports To:** Village President

**Salary:** \$400 Monthly

**Work Schedule:** Estimated 20 hours a month

## Essential Duties and Responsibilities

1. **Records Management and Custody.**
  1. **Official Records Maintenance.** Serve as custodian of all Village records, including ordinances, resolutions, contracts, deeds, bonds, insurance policies, and other official documents. Ensure proper organization, preservation, and security of all municipal records in accordance with the Illinois Local Records Act.
  2. **Document Indexing and Retrieval.** Maintain comprehensive indexing systems for efficient retrieval of Village records. Ensure records are stored in compliance with state-mandated retention schedules and facilitate destruction of records upon expiration of required retention periods.
  3. **Codification Management.** Coordinate the codification and supplementation of the Village Code of Ordinances. Work with codification services to ensure all amendments, additions, and repeals are accurately incorporated.
2. **Village Board Support and Meeting Administration.**
  1. **Meeting Preparation.** Prepare, research and distribute agendas, meeting packets, and supporting materials for all Village Board meetings, committee meetings, and special sessions in accordance with Open Meetings Act notice requirements.

2. **Official Minutes.** Attend all Village Board meetings and prepare accurate, minutes documenting all proceedings, motions, votes, and actions taken. Ensure minutes are properly approved, signed, and filed in the official record.
3. **Notice Publication.** Ensure timely publication and posting of all required legal notices, including meeting notices, public hearings, ordinances, and other matters requiring public notification under Illinois law.
4. **Parliamentary Support.** Provide procedural guidance to the Village Board regarding rules of order, voting procedures, and compliance with statutory requirements.
3. **Legislative and Ordinance Management.**
  1. **Ordinance and Resolution Processing.** Prepare, review, and process all ordinances and resolutions adopted by the Village Board. Ensure proper formatting, numbering, and legal sufficiency in coordination with the Village Attorney.
  2. **Official Publication and Filing.** Arrange for publication of ordinances as required by law. Maintain the official ordinance book and ensure all adopted legislation is properly authenticated with the Village Clerk's signature and seal.
  3. **Effective Date Tracking.** Monitor and track effective dates of ordinances and resolutions. Notify affected departments of new legislation requiring implementation.
4. **Freedom of Information Act (FOIA) Compliance.**
  1. **FOIA Coordination.** Serve as the Village's Freedom of Information Officer or coordinate FOIA response activities. Receive, process, and respond to all FOIA requests within statutory timeframes.
  2. **Exemption Review.** Review requested documents for applicable exemptions under FOIA. Consult with the Village Attorney on complex requests or disputes.
  3. **FOIA Log Maintenance.** Maintain comprehensive logs of all FOIA requests, responses, and associated correspondence.
5. **Open Meetings Act Compliance.**
  1. **Meeting Notice Requirements.** Ensure all public meetings comply with Open Meetings Act posting and notice requirements, including regular meetings, special meetings, emergency meetings, and closed sessions.
  2. **Closed Session Administration.** Maintain confidential minutes and recordings of closed sessions. Conduct semi-annual review of closed session minutes for potential release as required by statute.
  3. **Training and Guidance.** Stay current on Open Meetings Act requirements and provide guidance to Village officials and staff regarding compliance obligations.
6. **Licensing, Permits, and Business Registrations.**

1. **License Issuance.** Issue and maintain records of all Village licenses and permits, including business licenses, liquor licenses, raffle licenses, and other regulatory permits as authorized by Village ordinance.
  2. **Application Processing.** Review applications for completeness and compliance with Village Code requirements. Coordinate background checks and inspections as required.
  3. **Renewal Administration.** Monitor license expiration dates and coordinate renewal processes. Send timely renewal notices to licensees.
  4. **Fee Collection.** Collect fees associated with licenses, permits, and certified copies of documents. Maintain accurate accounting records and remit funds to the Village Treasurer.
7. **Election Administration.**
1. **Municipal Election Coordination.** Coordinate with the Williamson County Clerk and election officials to administer municipal elections in accordance with the Illinois Election Code. Prepare election-related ordinances, notices, and documentation.
  2. **Candidate Petitions and Filings.** Receive and review nominating petitions, statements of economic interest, and other candidate filings. Provide guidance to candidates regarding filing requirements and deadlines.
  3. **Referendum Administration.** Prepare and certify referendum questions for submission to voters. Coordinate publication of referendum notices as required by law.
  4. **Voter Registration Support.** Assist residents with voter registration information and coordinate with the County Clerk on registration activities.
8. **Notary and Authentication Services.**
1. **Notarial Acts.** Serve as a Notary Public and perform notarial acts for Village business and residents as appropriate.
  2. **Document Certification.** Provide certified copies of Village records upon request. Authenticate documents with the Village Clerk's signature and official seal.
  3. **Oath Administration.** Administer oaths of office to Village officials, board members, and commission appointees.
9. **Public Information and Customer Service.**
1. **Resident Inquiries.** Respond to inquiries from residents, businesses, attorneys, title companies, and other parties seeking information about Village records, procedures, and operations.
  2. **Information Accessibility.** Ensure public access to Village records in compliance with transparency requirements. Maintain public-facing systems for accessing agendas, minutes, and ordinances.

3. **Website Coordination.** Collaborate with IT staff to ensure the Village website contains current agendas, minutes, ordinances, and other required postings.

10. **Additional Responsibilities.**

1. **Intergovernmental Coordination.** Serve as liaison to county, state, and federal agencies on matters requiring official Village documentation or certification.
2. **Grant and Filing Support.** Prepare and maintain documentation required for grant applications, state certifications, and compliance reporting.
3. **Special Projects.** Participate in special projects and committees as assigned by the Village President.
4. **Professional Development.** Maintain current knowledge of Illinois municipal law, administrative procedures, and best practices through continuing education and professional memberships.

## Qualifications

### Education and Experience:

- Associate's degree in public administration, business administration, or related field required; Bachelor's degree preferred
- Experience in municipal government, records management, or related administrative field; or equivalent combination of education and experience preferred.
- Certified Municipal Clerk (CMC) or Illinois Municipal Clerk (IIMC) designation preferred, or commitment to obtain designation.

### Knowledge, Skills, and Abilities:

- Thorough knowledge of Illinois municipal government structure, procedures, and statutory requirements preferred.
- Comprehensive understanding of the Illinois Municipal Code, FOIA, Open Meetings Act, Local Records Act, and Election Code
- Strong organizational skills with exceptional attention to detail and accuracy
- Excellent written and verbal communication skills
- Proficiency in records management systems, document management software, and Microsoft Office suite
- Ability to maintain confidentiality and handle sensitive information with discretion
- Strong customer service orientation and ability to interact professionally with elected officials, staff, and the public

- Ability to work independently, prioritize multiple tasks, and meet strict deadlines
- Strong analytical and problem-solving skills
- Notary Public commission or ability to obtain upon hire.

## **Physical Demands and Work Environment**

- Work is performed primarily in an office environment
- Ability to attend evening and occasional weekend meetings
- Ability to sit for extended periods and work at a computer workstation
- Ability to lift and move boxes of records and materials weighing up to [25-30] pounds
- Visual acuity sufficient to review detailed documents and operate computer equipment
- Occasional travel to conferences, training sessions, or other municipalities may be required

## **Other Requirements**

- Successfully pass background check and pre-employment screening
- Valid Illinois driver's license and reliable transportation
- Notary Public commission (or willingness to obtain)
- Ability to serve as an essential employee and respond to Village Hall during emergency situations

## **Equal Opportunity Employer**

The Village of Cambria is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, veteran status, or any other characteristic protected by law.

**Application Deadline:** July 3rd, 2026  
**Contact:** William Lo, Village President  
**Address:** 302 S Richart Cambria 62915  
**Email:** mrlowilliam@gmail.com  
**Phone:** 618-319-0706

*This job description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, and skills required. The Village reserves the right to modify job duties or job descriptions at any time.*