



VILLAGE OF DOLTON

Tiffany A. Henyard.....Mayor

Alison Key.....Village Clerk

TRUSTEES

Kiana L. Belcher
Jason House

Tammie Brown
Brittney Norwood

Andrew Holmes
Edward Steave

VILLAGE OF DOLTON CLERK'S OFFICE

DEPUTY CLERK

DESCRIPTION

Works under the general guidance and direction of the Village Clerk. This position performs complex and specialized administrative work. An employee in this position serves as Village Clerk in the absence of the Clerk. The position requires person to function in a professional capacity to provide highly accountable, confidential support, and to facilitate effective and efficient daily administrative operations.

- Assist with the preparation of agenda materials and minutes.
- Assist with the timely dissemination and management of Freedom of Information Act {FOIA}.
- Ability to work with independence and initiative and assist in managing and maintaining official records.
- Organize own work, set priorities and meet critical deadlines.
- Excellent knowledge of personal computer and use specific computer applications such as word, excel, power point and spreadsheets etc.
- Assist with the maintenance of control of all village documents.
- May be required to attend some bi-weekly Board of Trustees board meetings. Supervision of temporary hired college interns.
- Effective communication and customer service skills.
- Exercises discretion and sound judgement regarding the confidentiality of all non- public information.
- Effectively responds to the sometimes hectic pace of the clerk's office. Receive and distribute mail.
- Other duties as assign by the clerk.

QUALIFICATIONS

Associate degree in public administration and/or equivalent of a minimum of 3-5 years' experience in an executive administrative position. Some supervisory experience requested but not required. Ability to stand and bend for periods of time.

This job description in no matter states or implies that these are the only duties and responsibilities to be performed by the employee filling this position.