



Village of Dakota

Village Clerk Job Opening

The Village of Dakota, Illinois is accepting applications for Village Clerk. Approximately 40 hours per month, but can vary. This is an appointed position performing clerical, recordkeeping and accounting duties, in accordance with federal, state and local compliance. Quickbook experience needed.

Experience in a municipal setting is preferred, but not required. Interested candidates do not need to live within the Village of Dakota. Duties performed at Dakota Village Hall will include, but not limited to the following:

- Attend all Village meetings to accurately transcribe minutes of meeting
- Provides accurate retention of minutes within the Village Hall and Village website
- Distributes agendas and public notices of all official activities or meetings in accordance with Illinois Open Meeting Act
- Point of contact for residents communications with the Village through email and phone calls
- Distribute information sent via email as needed to the mayor, treasurer and trustees.
- Preparation and distributes board meeting materials and packets
- Maintain accurate ordinance retention within ordinances books and Village website
- Maintains accurate Village records, documents and papers in accordance with state laws
- Complete all paperwork and documents needed for government purposes
- Maintain and update website and social media accounts for the Village
- Complete reservations for Community Hall and Village Park
- Responsible for publishing and submitting all election documentations
- Review all newly developed state and federal law to provide information to Village Board
- Files State and County documents, audits, tax levies and appropriation ordinance
- Assist in processing payments for water, sewer and garbage bills.
- Provides license and permit applications for approval within the Village Board
- Issues Liquor Licenses for approval within the Village Board
- Serves as the Village's Freedom of Information (FOIA) Officer
- Collects and processes mail throughout the week
- Will become an Illinois Notary Public
- The Clerk is a Mayoral appointee and as such reports to the Mayor and the Village Board of Trustees.
- Additional duties as required by Village, State and Federal guidelines
- Pay: \$20.00 per hour

Interested Candidates please submit a cover letter and resume to:

villageofdakota@outlook.com

Or mail to Village of Dakota
PO Box 162 Dakota IL 61018

