



## JOB DESCRIPTION

**Position:** Deputy Clerk  
**Department:** Clerk's Office  
**Reports to:** Rich Township Clerk  
**FLSA Status:** Non-Exempt

Rich Township is one of 30 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

The Deputy Clerk ("Deputy") is responsible for supporting Rich Township Clerk in the performance of all statutory duties and acts for the Clerk. Interfaces with external stakeholders including senior representatives of state, local, or federal government agencies and/or private sector companies. Deputy will be detail oriented and possess a desire to serve the public.

**Responsibilities and Duties:** Under the supervision of the Rich Township Supervisor and Administrator, duties include, but not limited to:

- Swearing in of Deputyship.
- Assist Clerk with all office needs.
- Ability to work independently.
- Organize and plan Clerks Calendar.
- Work closely with Administrator to prepare all Rich Township Agendas.
- Confirm delivery of Agendas to Board Members.
- Organize and set-up Agenda meetings, conferences, seminars, or training.
- Keeper of records / accounting principles.
- Responsible for all posting of Agendas at all Rich Township Buildings/ meeting location/ website within 48 hours of Board Meeting.
- Confirmation of Quorum (3) for all Board members.
- Responses to all FOIA.
- Available to travel when needed.
- Preparation and Organize Annual Town Meeting for Rich Township Clerk.
- Notary Public Service for Rich Township.
- Answering general questions or direct to appropriate staff member or administrator.

**Education, Experience & Qualifications:**

- Bachelor's degree from an accredited college or university.

- Strong customer service.
- Ability to multi-task and adhere to deadlines.
- Excellent oral and written communication skills.
- Ability to work independently, exercise mature professional judgment, and use discretion.
- Represents the Clerk's office to constituents, outside agencies, and governmental components.
- Comfortable in team-oriented environment based on open, transparent, continual communication, information sharing and inclusive decision-making.
- Must be open to feedback and professional development.
- Capable of "managing up" to ensure deadlines are met and priorities kept.
- Must demonstrate utmost integrity, respect for confidential information.
- Knowledge of Microsoft Office Suite, including Microsoft Outlook, Word, Excel, and PowerPoint is required.
- Experience independently composing correspondence and complex reports and presentations.

**Knowledge, Skills, Abilities, and Other Characteristics:**

- Thorough knowledge of principles of project management.
- Knowledge of good office management principles, supervisory, and training techniques.
- Excellent interpersonal and communication skills.
- Excellent problem-solving, decision-making, interpersonal and communication skills (written and verbal).
- Editing and proofreading skills are essential.
- Strong organizational skills that reflect ability to perform and concurrently prioritize multiple projects with competing deadlines.
- Skill and accuracy in the control, organization and maintenance of files and records.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, Township Officials, Department Manager, employees, and business associates.
- Strong communication skills: ability to exercise diplomacy, gather information from others, make inquiries and synthesize information; ability to convey information and explain or discuss organizational policy and procedure with others in person or by telephone.
- Able to decipher complex instructions, written and verbal; translate accurate instructions in full or part to other staff.
- Ability to coordinate several tasks at one time and perform well under pressure.
- Must be available for occasional long and irregular hours as needed for special projects, deadlines, and committee/community service.

This position may require traveling to work assignments for which the employee must provide his or her own adequate means of transportation.

**Salary:** Commensurate with experience. Rich Township offers a comprehensive benefits package, health plan options, group life and long-term disability insurance, paid time off, and much more.

**Working conditions:** The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

To apply: Send resume, cover letter and the names and contact information for two professional references. Put the phrase "Rich Township Deputy Clerk" in the subject line of the e-mail. No phone calls please. Position will remain open until filled.

Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate based on creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status.