

Village of Wayne Deputy Clerk

The Village of Wayne, IL (pop 2,200) seeks candidates for the position of Deputy Clerk. Reporting to the President, Clerk, and Trustee of Administration, this position works closely with department directors, elected officials, staff, and commission members.

The Village is seeking a motivated and collaborative professional with strong organizational and interpersonal skills who will provide excellent customer service to our residents over the phone and in person. Responsibilities include website management, preparing meeting agenda packets, management of Village documents and records, serving as FOIA Officer, and back up support to departments as needed. Must be tech savvy.

Eligible candidates must have a high school diploma, minimum 10 years office experience, hopefully at a local governments, and driver's license. The ideal candidate will possess strong written and oral communication skills, excellent organizational and computer skills, the ability to manage a variety of tasks and deadlines with high attention to detail and maintain confidentiality.

Hours are Mon – Thurs; 8am – Noon.

Must be flexible to stay after 12:00 to finish work as needed.

Closed Fridays.

This is a Permanent Part-Time position. Must be present Mon – Thurs.

Part-time benefits apply.

Qualified candidates should submit cover letter and resume to:

Patricia Engstrom, Clerk, Village of Wayne, PO Box 532, Wayne, IL 60184

clerk@villageofwayne.org

630-584-3090