

Department: Administration / Water / Sewer / Clerk's Office / Police Department
Classification: Full time, Non-Exempt
Reports To: Village Administrator
Supervises: None

SUMMARY OF RESPONSIBILITIES:

This position provides clerical support to the Village of New Baden. The employee in this position must possess a high level of attention to detail and responsibility for sensitive information in order to provide quality work. Work includes property maintenance records, law enforcement recordkeeping, light financial reporting, cash management and handling, and water/sewer billing. The employee will also have an approachable demeanor for contact with residents and other individuals visiting New Baden Village Hall. This employee is expected to hold the appointed office of Deputy Village Clerk and be a New Baden Freedom of Information Act (FOIA) Officer.

NEW HIRE RANGE will be between \$14.45-\$16.82 per hour; includes benefits package including paid time off, defined pension benefit through IMRF, as well as 90% paid employee family health insurance coverage.

ESSENTIAL DUTIES:

This full-time position is a new addition to the Village and will continue to evolve with respect to its requirements and impact to the core financial and reporting activities of the Village of New Baden. The employee would perform professional and responsible work in areas of sensitive information including property maintenance records, law enforcement recordkeeping, light financial reporting, cash management and handling, and water/sewer billing. The employee should exude an approachable demeanor for contact with residents and other visitors to New Baden Village Hall.

Primary Tasks

- #1 Responsible for managing the Village water/sewer billing for approximately 1,500 water and sewer customers on a monthly basis. This includes maintaining the system database, managing new service starts and cut-offs, mailing monthly bills, taking deposits, adjusting accounts, and making service address changes.
- #2 Provide professional contact with visitors to Village Hall to address concerns, collect payments, take municipal building reservations, and other office clerical duties for the Village Clerk.
- #3 Assists the New Baden Police Chief and the Officers of the New Baden Police Department regarding clerical office duties at the Police Department. Such work includes managing compliance reporting for other agencies, filing, scanning and attaching documents, maintaining residency records, account reporting and tracking, assisting with monthly and annual Village Board of Trustee reports, special clerical projects, and handling FOIA requests.
- #4 Maintain property maintenance records and send violation letters as notified by the Chief Building and Code Official. This also provides a liaison function between Village Hall, Code Enforcement, and the Police Department.

#5 Deputy Village Clerk duties include providing signature authority and recordkeeping services regarding ordinances, resolutions, FOIA requests, and other official municipal records only in the absence of the Village Clerk.

#6 Perform other duties as assigned by supervisors.

Requires:

Applicable Associates Degree or equivalent preferred; at a minimum, this candidate would show significant progression towards gaining higher education.

At least three years of progressively more responsible related work experience and show evidence of personal development (other equivalent combination of education and experience may be considered).

Must be considered bondable (banking transaction activities, cash handling).

Evidence of complex problem solving skills for successful discretion and handling of confidential processes, independent work and judgment for the best interest of all parties.

Possess a high level of technical and software expertise especially spreadsheets (Microsoft Office 365 environment).

Ability to assist in issuance of licensing and certain permits.

Serve as the Deputy Village Clerk when needed.

Evidence of ability to communicate effectively both verbally and in writing and with a diverse population.

Valid driver's license in good standing.

Regular and predictable attendance. There would be periodic evenings as the Deputy Clerk when the Village Clerk is not available for a Board Meeting.

Skills, Knowledge, And Abilities Required:

An employee with the following attributes will be successful in this position:

- Attention to detail regarding resident names, addresses, and usage; specifically in the New Baden water billing system and regarding other forms and reports that must be accurately completed.
- Ability to submit forms and other data reporting through modern methods that include websites and other online systems.
- Must be proficient with Microsoft office programs. Knowledge of accounting and utility programs is very helpful.
- Ability to obtain FOIA Officer Certification.
- Knowledge of basic accounting practices and municipal processes.
- Ability to handle sensitive information discreetly and confidentially.
- Ability to use basic office machines.
- Ability to work efficiently with others and maintain effective and working relationships with fellow employees and the general public.

Supplemental Information:

Submit Standard Employment Application

Attach a cover letter describing your expertise with any position specific requirements and outlining your interest in this position.

Attach an updated resume outlining all work history.

Attach or submit a writing sample from work or personal endeavors showing your ability to communicate complex information and utilize computer skills.

All full-time employees are eligible for health, dental, and vision benefits as well as the Illinois Municipal Retirement Fund. Most benefits, including health insurance, are effective the first day of employment.

PHYSICAL AND PSYCHOLOGICAL DEMANDS:

Must be able to perform the Essential Duties of the position, with or without reasonable accommodation. This includes, by way of example only, the ability to stand, sit, and walk for extended periods of time, lift, bend, reach, navigate stairs, drive a vehicle, communicate and interact effectively, handle stress, work independently, maintain regular and punctual attendance, and remain awake and alert.

This job description does not list all the potential job duties. Employees may be asked by supervisory personnel to perform other functions not listed in this job description.

The Village of New Baden reserves, within its sole discretion, the right to revise or modify this job description at any time without advance notice. This job description does not constitute an employment contract between the Village and its employees and does not confer any right to continued employment with the Village. In the absence of any collective bargaining agreement or any statute, ordinance, or regulation conferring rights to the contrary, employment with the Village of New Baden is at-will and the employment relationship, therefore, may be terminated at any time and for any reason by either the Village or the employee.

Employee

Date

Village Administrator

Date