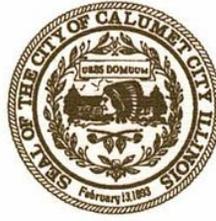


CALUMET CITY CLERK'S OFFICE



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION **DEPUTY CLERK to the CITY CLERK of CALUMET CITY**

JOB SUMMARY

This position must provide excellent customer and support services to the residents of Calumet City, IL. The Deputy Clerk must demonstrate sound personal awareness which is crucial for executing job duties and responsibilities. Ideal candidates must possess the ability to operate with tact and confidentiality, as well as the capacity to work with other departments when needed. In addition, the Deputy Clerk must have the ability to navigate, and problem solve under high pressure situations. Effective communication and the ability to maintain a professional demeanor at all times is crucial in this role, giving full attention to what other people are saying, taking time to understand the points being made, asking questions when appropriate, and not interrupting at inappropriate times.

RESPONSIBILITIES

- Verify the authenticity of documents
- Record and edit the minutes of meetings and distribute to appropriate officials or staff members
- Issue public notifications of all activities or meetings/prepare meeting agendas and packets of related information
- Record and maintain all vital records and fiscal accounts
- Provide answers to questions for residents/public regarding policies, procedures and regulations
- Prepare documentation needed for office/record all payments for fees etc.
- Perform budgeting duties/assist in budget planning, expenditure reviews
- Audit past transactions for proper and accurate record keeping
- Perform office duties such as data entry, answering phones, assigning tasks to employees and creating schedules
- Respond to requests for information from residents, media, other municipalities, state officials/other agencies
- Coordinate and maintain office tracking system
- Develop training program for employees and coordinate their work when necessary
- Participate in the administration of municipal elections ex. Preparation/distribution of ballots, appointing/training election officers and/or tabulation/certification of results
- Maintain filing and secure municipal documents
- Interview potential new hires
- Manage and follow up on all assignments

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CALUMET CITY CLERK'S OFFICE

- Convey information effectively and accurately
- Track intricate details when dealing with residents and other departments

REQUIREMENTS

- Commitment to public service and solutions
- Excellent communication skills both verbal and written
- Strong ability to manage detailed oriented tasks
- Ability to collaborate with multiple agencies within municipality
- Must be able to read and interpret budget instructions, correspondence and strategic planning documents
- Ability to do advanced math applications when needed ex. Statistics
- Ability to write memoranda, correspondence, reports and produce written documents with clearly organized thoughts using proper English sentence construction, punctuation and grammar
- Must be efficient with various software programs ex. Microsoft Office Word, Excel, PowerPoint, Office Suite etc.) as well as other software programs
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
- Must provide a professional writing sample of 350 words or less
- Bachelor's Degree required; Master's Degree preferred

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.