Village of Forest Park
Job Description

Department: Accounts & Finance
Full/Part Time: Full Time
Reports to: Finance Director
Effective Date: October 13, 2025

Job Title: Village Clerk
FLSA Status: Exempt
Hiring Range: $65,000 - $90,000

GENERAL FUNCTIONS

The Village Clerk is responsible for overseeing all activities of the Village Clerk's office, as well as the preparation and maintenance of official records, processing of action items after Council approval, and issuing of various licenses and certified copies of official documents. Supervisory duties include supervision of the Accounts Payable clerk, Accounts Receivable/Licensing Clerk, and Utility Billing Clerk. The Village Clerk receives direction from the Finance Director.

SPECIAL REQUIREMENTS/QUALIFICATIONS:

The Village Clerk is an appointed position. Per Village code, the Village Clerk must be a qualified elector of the Village of Forest Park. (Forest Park Code 1-5-4). Applicants must be a legal resident of Forest Park for at least one (1) year, and be registered to vote in Forest Park.

RESPONSIBILITIES AND DUTIES:

- Oversee the processing, maintenance, and custody of all official Village records and archives including ordinances, resolutions, contracts, agreements, deeds, vehicle titles, and meeting minutes; certify copies and affix the Village's seal as required. Adhere to the guidelines of the State's Local Records Act for preservation and disposal of Village records.
- Manage all Clerk's Office operations and staff.
- Serves as Open Meetings Act and FOIA Officer for the village; maintain a log of all FOIAs received.
- Attend all Village Council meetings, prepare agenda, order and minutes of the proceedings and preserve all Council records.
- Oversee the preparation and distribution of Village Council and Commission/Board meeting agenda packets – with strict adherence to the Open Meetings Act.
- Advertise and post legal notices for public hearings, bids, and other notices as required.
- Oversees business licenses and registration process including coordinating with other Village departments in all phases to completion of the issuance and renewal process.
- Serves as Local Election official, receives petitions, certifies ballot to Cook County Clerk.
- Validates official documents, oversees posting of official notices, ordinances, and agenda as required by OMA.
- Coordinates commercial filming, block party and use of public way requests ensuring compliance with Village regulations.
- Supervise the collection of fees.

- Act as backup to the Clerk's Office staff when necessary; answer phones, greet visitors, process payments, balance the cash drawer, and prepare the bank deposit.
- Maintain high quality citizen interaction including fielding complaints and responding to inquiries and request for service.
- Performs all duties and exercises all powers incumbent upon or invested in by state law.
- Creates and maintains a records retention and destruction system.
- Compile Clerk's Office budget information and submit annual budget request.
- Responsible for Property Claim management and liens and coordinating with the Risk Management Coordinator.
- Keep appraised on laws, regulations and procedures by attending Clerk's training workshops and conferences.
- Perform related duties as assigned by the Finance Director and/or Village Administrator.
- Comply with all village policies and procedures.

DESIRED POSITION QUALIFICATIONS:

Associate's degree in public administration or equivalent field and a minimum of 3-5 years' in executive administrative position preferred. Some supervisory experience requested but not required.
Proficiency in the use of Microsoft Word, Outlook and Excel, database programs and the internet.
Must be detail-oriented, have excellent follow-through, time management and organizational skills.
Ability to accurately record and maintain records.
Ability to exercise discretion in working with highly sensitive and confidential information.
Ability to respond to inquiries in a timely, accurate, and courteous manner.
Ability to work under pressure and meet deadlines.
Strong interpersonal skills, both written and verbal.
Ability to treat customers and co-workers in a polite manner as an ambassador of the Village of Forest Park.

The hiring range for this position is $65,000- $90,000 depending on qualifications and experience. This is a full-time, exempt position. The Village offers a competitive and comprehensive benefits package, including health and dental insurance, paid vacation, and participation in the Illinois Municipal Retirement Fund (IMRF) pension plan.

If you are detail-driven, dependable, and committed to public service, apply today! Application can be found at www.forestpark.net.

Submit resume and application to:

Rachell Entler
Village Administrator
Village of Forest Park
517 Desplaines Ave.
Forest Park, IL 60130
rentler@forestpark.net