



Village of Bismarck

Box 141

Bismarck, IL 61814

Phone 217-759-7984

Fax 217-759-3021

villageofbismarck.org

Village Clerk Position

The position of Village Clerk will be open on July 1, 2018

Duties include but are not limited to:

1. Take minutes and notes at monthly meetings
2. Type summary of minutes to the monthly meetings and email to the village board
3. Type out and post monthly agenda
4. Post agendas and minutes on the village web site
5. Check phone messages at the village office
6. Check village mail
7. Willingness to train with county clerk and other officials
8. Willingness to pursue professional development
9. File documents with the county
10. Any other duties assigned by the the Village President or The Village Board

Salary: \$1,100 per year

Please send resume and letter of interest to:

Village of Bismarck

Box 141

Bismarck, IL 61814

Questions or inquiries can be directed to:

Greg Lewis

Village President

gklewis55@gmail.com

Deadline: May 15, 2018

This position will be appointed to fill the remainder of the current clerks term of office through April of 2019. It will then become an appointed position.

This document is available for printing on the village website: Villageofbismarck.org