



## POSITION ANNOUNCEMENT

### **LEGAL ASSISTANT / DEPUTY VILLAGE CLERK**

The Village of Wilmette is seeking qualified candidates to fill a full-time Legal Assistant/Deputy Village Clerk position. This position will work under the supervision of the Corporation Counsel and Assistant Village Manager. This position provides executive level legal and administrative assistance within the Village Manager's Office and requires professionalism, a high level of integrity, exemplary customer service, the ability to keep sensitive information confidential, and exceptional organizational skills. The person in this position is typically expected to work 7:30 am to 4:30 pm, Monday through Friday.

#### General Responsibilities:

The individual in this position will be responsible for preparing correspondence and other legal and administrative documentation. Prepares and maintains agendas, meeting materials, minutes, meeting summaries, and other material related to the Village Board. Attends to publication of ordinances, resolutions or other legal notices under the jurisdiction of the Village Clerk. Serves as a Deputy Registrar and submits election information and voter registration to the Clerk of Cook County. Processes applications and/or renewals for liquor licenses, 24-hour business licenses, public demonstration permits and raffles. Serves as the FOIA Officer for the Village. Ensures organizational compliance with the Statement of Economic Interest, Open Meeting Act, and Freedom of Information Act.

Provides excellent internal and external customer services to a variety of stakeholders. Responsibilities include regular contact with members of the Village Board, Committees and Commissions, representatives of business or community organizations, the public, and all level of Village personnel to exchange information and conduct Village business.

#### Position Requirements:

The ideal candidate will have a high school diploma or equivalent with experience as a Legal Assistant, Executive Secretary, or related field, previous experience in local government or a law firm is a plus. The successful individual must have the ability to become a Notary Public and obtain Illinois FOIA certification.

Essential position requirements include excellent verbal and written communication skills, including the ability to communicate with tact and professionalism. Must be detail orientated and highly organized, possess the ability to handle multiple and simultaneous projects and be able to develop positive working relationships with co-workers. Able to work independently and as part of a team. Ideal candidate should be able to complete assignments accurately and within established deadlines. Excellent typing and formatting skills, including the ability to effectively operate customary office equipment, such as computers, Microsoft Office products (Word, Excel, Outlook, PowerPoint, etc.) other windows-based software programs, copier, etc.

Compensation and Benefits:

The salary range for this position is \$61,036 to \$80,989 with a starting salary DOQ. This is a non-exempt position, and therefore eligible for overtime pay. The Village provides an excellent benefits package, including health, dental, vision and life insurance to include participation in IMRF (pension plan). In addition, the Village offers flexible spending account plans for medical expenses, dependent care, public transportation and parking expenses.

Selection Process:

**An initial review of applications will take place on Friday, June 14<sup>th</sup>.** The successful candidate should be prepared to begin work on August 12, 2019 and undergo a criminal background investigation and reference checks. Interested candidates must complete an employment application which may be downloaded from the Village's website at [www.wilmette.com](http://www.wilmette.com) and submit it along with a resume and cover letter electronically to [HumanResources@wilmette.com](mailto:HumanResources@wilmette.com). Paper submissions will not be accepted. The position will remain open until filled.

The Village of Wilmette is an Equal Opportunity Employer