

VILLAGE CLERK

The Village of Elizabeth is seeking a permanent, part-time replacement for the retiring Village Clerk.

Requirements include:

- 3-5 years office experience
- A good working knowledge of Microsoft Office & Google Docs
- Must be able to interact well with the public
- Must live within a 10 mile radius of Elizabeth
- Must be able to attend a minimum of 3 nightly meetings per month

Basic skills required:

- Work independently
- Attention to detail
- Prioritize workload
- Good organizational skills

Monday-Thursday – Flexible hours

Detailed job description at time of interview

Send resume either by USPS to Village of Elizabeth, PO Box 236, Elizabeth, IL 61028; electronically – villageofelizabeth@aeroinc.net; or in person – Village Administration Office, Elizabeth Municipal Building, 310 West St., Elizabeth – Room 140. **Deadline to receive resumes is February 6, 2018 by 3:00 p.m.**