



Village of Dakota

Village Clerk Job Opening

The Village of Dakota, Illinois is accepting applications for a Village Clerk. Approximately 30-40 hours per month, but can vary. This is an appointed position performing clerical, recordkeeping and accounting duties, in accordance with federal, state and local compliance. Quickbook experience is needed. Experience in a municipal setting is preferred but not required.

Duties will include:

- Attend all Village meetings to accurately transcribe minutes of meeting
- Prepares agendas for meetings for all Village Board meetings
- Issues public notices of all official activities or meetings
- Assists in the preparation of Council materials and meeting packets
- Maintains all Village records, documents and papers
- Responsible for publishing and submitting all election documentations
- Performs all payroll duties for Village Employees and Elected Officials
- Files State and County documents, audits, tax levies and appropriation ordinance
- Processes all payments for water, sewer and garbage bills.
- Provides license and permit applications for approval within the Village Board
- Issues Liquor Licenses for approval within the Village Board
- Serves as the Village's Freedom of Information (FOIA) Officer
- Willing to become an Illinois Notary Public
- Additional duties as required by Village, State and Federal guidelines

Pay: \$20.00 per hour

Interested Candidates please submit a resume to
Village of Dakota
PO Box 162
Dakota IL 61018

Or email resume to villageofdakota@outlook.com