

Village of Goreville

Village Clerk: Job Announcement

Open until January 17, 2025 or until position filled

Salary Commensurate with Experience

Interested persons may email Michelle Maze at gorevillevillage@gmail.com or come to Village Hall for an application.

The Village of Goreville is accepting applications for the position of Village Clerk. This position works under the direction of the Mayor. Responsibilities include scheduling and publicizing all public meetings, preparing and posting agendas, organizing and attending meetings, and recording accurate minutes. Work includes accounting duties such as accounts payable, handling the open records requests, local election administration, and other duties as directed by the Mayor. The ideal candidate will possess a high level of integrity, strong organizational and problem-solving skills, and the ability to maintain professional and courteous relationships and interactions with staff employees, elected officials, and community members.

Minimum Requirements: Minimum education should include an Associate Degree in accounting, business or comparable work experience for a minimum of three (3) years, preferably in an office, accounting or government setting. Municipal or business experience can be substituted for a degree. Preference will be given to applicants with strong business skills.

A valid Driver's License required.

Work schedule: Typically Monday – Friday 8:00am to 4:00pm.

This is a full-time position with a competitive benefit package.

References required with application.

The Village of Goreville is an Equal Opportunity Employer.