



Position Recruitment Notification For Internal & External Candidates

Job Classification: Part-Time File Clerk

Department/Division: Village Clerk's Office
Employment Status: Part-Time 25 hours per week
Hours: 10:00am - 4:00pm Monday-Friday
Annual Salary/Grade: \$15.00/hr. - \$25.64/hr. - Grade 1
Anticipated Hiring Range: \$23.00/hr.
FLSA: Non-Exempt
Union: Non-Union
Employment Commission: N/A
Deadline for Application: Open until filled, first review is on May 9th, 2026.

POSITION SUMMARY:

This is a single class position under the supervision of the Village Clerk. Under general supervision, the File Clerk performs a variety of office duties related to the organization, maintenance, retrieval, and disposition of physical and electronic records. Ensures records are accurately labeled, securely stored, and readily accessible. Maintains confidentiality in handling sensitive information; follows established retention schedules; assists with archiving and secure destruction of records; and performs related duties as assigned.

High school diploma or equivalent required. One (1) year of clerical, records management, or general office experience preferred. Experience in a municipal environment is desirable. An equivalent combination of education and experience may be considered.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=738428354>

For additional information on the position visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



PART-TIME FILE CLERK

Department: Office of the Village Clerk

FLSA: Non-Union, Non-Exempt

Pay Grade: 1

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, performs a variety of office duties related to the organization, maintenance, retrieval, and disposition of physical and electronic records. Ensures records are accurately labeled, securely stored, and readily accessible. Maintains confidentiality in handling sensitive information; follows established retention schedules; assists with archiving and secure destruction of records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Village Clerk.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative and not exhaustive:

1. Records and Compliance

- File, index, scan, and retrieve physical and electronic records.
- Maintain records in compliance with the Local Records Act and adopted retention schedules.
- Assist with records archiving and authorized destruction.
- Ensure proper labeling, organization, and secure storage of records.
- Maintain confidentiality of official records, including closed session materials.

2. Public Service and Communication

- Greet and assist residents, visitors, and staff in person, by telephone, and electronically.
- Respond to routine inquiries or refer requests to appropriate departments.
- Prepare routine correspondence, notices, and mailings.
- Contact outside agencies to obtain or provide information as directed.

3. Legislative and Meeting Support

- Assist with preparation of Village Board and committee meeting materials.

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- Assemble agenda packets and post meeting notices in compliance with the Open Meetings Act.
- Schedule meetings and hearings as assigned.

4. Administrative Operations

- Receive and review advisory board and commission applications, and related documents for completeness.
- Enter and maintain accurate data in electronic databases and logs.
- Compile information and maintain statistical records.
- Coordinate with the Police Department, Finance, IT and Law and any third-party vendors regarding documentation and records.

5. Office Support

- Receive, sort, and distribute incoming and outgoing correspondence.
- Order, receive, and organize office supplies and materials.
- Perform related clerical duties as required.

Other important responsibilities and duties:

1. Contact the public and outside agencies in acquiring and providing information and making referrals.
2. Order, receive and organize office materials and supplies.
3. Receive, sort and distribute incoming and outgoing correspondence.
4. Perform related duties and responsibilities as required.
5. Maintain confidentiality of information including but not limited to information obtained during closed session meetings of the Village Board and advisory board, commission or committee meetings.

QUALIFICATIONS:

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Modern office practices and procedures.
- Microsoft Office 365 applications including Word, Excel, Outlook, PowerPoint, and Adobe Acrobat.
- Basic principles of records management and retention.

Ability to:

- Provide professional and responsive customer service to internal and external customers.
- Interpret and apply departmental policies and procedures.
- Learn and apply federal, state, and local requirements related to records management and confidentiality.
- Perform detailed clerical work with accuracy and consistency.
- Maintain organized filing systems, both physical and electronic.
- Enter and maintain data accurately.

PART-TIME FILE CLERK

- Operate standard office equipment.
- Communicate clearly and effectively, orally and in writing.
- Establish and maintain effective working relationships.
- Work independently within established guidelines.
- Maintain regular and predictable attendance.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required.
- One (1) year of clerical, records management, or general office experience preferred. Experience in a municipal environment is desirable.
- An equivalent combination of education and experience may be considered.

PHYSICAL DEMANDS

- Work is performed primarily in an office environment. Duties require extended periods of sitting, standing, and computer use. The position requires the ability to move, lift, and shift file boxes and stored materials weighing up to 25 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

Work occurs in a standard office setting with frequent public interaction. Occasional access to onsite or off-site storage facilities may be required.

DIVERSITY, EQUITY, AND INCLUSION STATEMENT

The Office of the Village Clerk commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics