

## Village of Greenup Office Clerk Job Opportunity

The Village of Greenup is a municipal government that owns and operates Electric, Water, Sewer, and Gas Utilities, along with a Police Department for the residents and businesses of Greenup and some surrounding areas.

### Job Description

The position of Office Clerk for the Village of Greenup Clerk's office will be filled with an applicant who can help maintain the smooth running of the Municipality through a variety of Clerical duties for the Village Board, Village Clerk, Utility and Police Departments. The applicant must possess good verbal and written communications skills, listening and note-taking skills, organizational and time management skills, computer skills and familiarity with Microsoft Office applications, a certain degree of decision-making ability and resourcefulness. The Office Clerk must be able to handle day-to-day customer service, multi-task, prioritize, pay attention to detail and work as a team with all departments while being dependable, open-minded, friendly, sociable, and patient. The Office Clerk must live or be willing to live within a 20-mile radius of the Village of Greenup.

### Duties of an Office Clerk (not a complete list)

Greet customers and visitors, Answer telephone calls, Receive and creates work-orders for all departments, Collects check, cash, and credit card payments at collection window and on-line, Creates a daily bank deposit, Inputs payments into billing & accounting software, Works with customers regarding billings, Review's and handles delinquent utility accounts, Mail collection and disbursement, Filing of various department records, Create a detailed Payroll report, Submits required State and Federal reports for various departments, Auditorium reservations, Telephonic reporting of customer "Gas" Leaks (mandatory initial hire and quarterly random IDOT Drug & Alcohol testing), Helps office staff with various clerical duties, and Helps to keep the Clerk's Office and Municipal Building efficient and tidy.

### Benefits

Illinois Municipal Retirement Fund (member and Village contributions), Health Insurance (employee and family coverage paid by the Village), Dearborn Life Insurance (Village paid), NCPRS Life Insurance (employee elective), AFLAC (employee elective), various Globe Life Ins. products (employee elective), Paid Time Off days, Vacation days, Sick days, and Compensation time (employee elected with approval of the Village Clerk).

### Salary

Initial rate of pay to be \$18.00 per hour, qualifications and experience could determine an increase to initial hourly rate of pay, with a possible increase after a 60 – day probationary period. 40 – hour work week paid semi-monthly on the 15<sup>th</sup> and last day of each month. Office hours are Monday through Friday, 7:30 a.m. to 4:30 p.m.

All applicants will go through an interview process with the Village Clerk and a committee of Trustees.

Jill Kimble  
Village Clerk

#### Notice – Job Opportunity with the Village of Greenup

The Village of Greenup, IL Clerk's Office is accepting applications for the full-time position of Office Clerk. Interested applicants may obtain a job description, duties, benefits and salary schedule along with application by emailing [clerk@villageofgreenup.com](mailto:clerk@villageofgreenup.com), visiting [www.villageofgreenup.com](http://www.villageofgreenup.com) under News, or by picking up from the Village Clerk's office at the Greenup Municipal Building.

The Village of Greenup, IL is an affirmative action/equal opportunity employer and will not discriminate based upon age, race religion, sex, or national origin.

Jill Kimble  
Village Clerk  
Greenup, IL

# Application for Employment

## PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

### Personal Information

DATE \_\_\_\_\_

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.		
PRESENT ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.
PERMANENT ADDRESS	CITY	STATE	ZIP CODE	SECONDARY PHONE NO.
EMAIL ADDRESS		REFERRED BY		

### Employment Desired

POSITION		DATE YOU CAN START	
ARE YOU EMPLOYED NOW?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	<input type="checkbox"/> YES <input type="checkbox"/> NO
EVER APPLIED TO THIS COMPANY BEFORE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

### Education History

	NAME & LOCATION OF SCHOOL	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL			

### General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

### Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			

**References** (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

**Authorization**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE

SIGNATURE

**Do Not Write Below This Line**

DATE

INTERVIEWED BY

**Remarks**

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

EMPLOYMENT MANAGER

DEPARTMENT HEAD

GENERAL MANAGER

This application for employment is sold only for general use throughout the United States. TOPS assumes no responsibility and hereby disclaims any liability for the inclusion in this form of any questions or requests for information upon which a violation of local, state, and/or federal law may be based. It is the user's responsibility to ensure that this form's use complies with applicable laws, which change from time to time.