

Village of Ashmore

10 W Ashmore St
PO Box 99
Ashmore, IL 61912
217-349-8332
clerk@ashmore.gov



Job Title: Full-Time Clerk and Water Collector

Job Type: Full-Time

Location: Ashmore, Illinois

Reports To: Village President

Position Overview:

The Village of Ashmore is seeking a dedicated, organized, and community-focused individual to serve as the Full-Time Clerk and Water Collector. This dual-role position is essential to the smooth operation of village administration and public utility management. The ideal candidate will be a self-starter with strong communication skills, excellent attention to detail, and a commitment to providing high-quality service to the residents of Ashmore.

Key Responsibilities:**Village Clerk Duties:**

- Maintain and manage official records and documents
- Coordinate and disseminate public communications and village announcements
- Schedule and organize Village Board and committee meetings
- Prepare meeting agendas and record official minutes
- Act as Risk Management Coordinator
- Implement and enforce village policies and ordinances
- Assist with ordinance research, drafting, and enforcement
- Plan and coordinate special events
- Serve as the Freedom of Information Act (FOIA) Officer
- Serve as the Local Election Official
- Reconcile village funds and maintain financial records
- Oversee onboarding of newly elected officials and administer oaths of office
- Administer and update the village website and social media platforms
- Manage records retention and disposal in compliance with applicable laws
- Serve as Notary Public for village matters
- Issue and track permits and licenses

Water Collector Duties:

- Calculate, print, and distribute monthly water bills
- Collect and record payments and manage delinquencies
- Apply leak adjustment policies and handle related customer service matters
- Enforce water billing policies and procedures

Required Skills & Qualifications:

- Proficiency in Microsoft Word and Excel
- Strong written and verbal communication skills
- Excellent time management and organizational abilities
- Experience in financial reconciliation and recordkeeping
- Demonstrated customer service skills and a high level of discretion
- Ability to manage sensitive information and maintain confidentiality
- Comfortable enforcing policies and addressing conflict when necessary

Desired Personality Traits:

- Friendly and approachable demeanor
- Discrete and trustworthy
- Detail-oriented and thorough in task completion
- Conflict resolution skills with a calm and professional approach
- Ability to maintain composure and professionalism in challenging situations

Additional Requirements:

- Must be or be willing to become a Notary Public
- Willingness to work occasional evenings for meetings or events
- Ability to pass a background check

To Apply:

Please submit an application and your resume to:

10 W Ashmore St

PO Box 99

Ashmore, IL 61912

Or clerk@ashmore.gov

Applications will be reviewed on a rolling basis until the position is filled.

The Village of Ashmore is an equal opportunity employer.