



Deputy Clerk Job Opening -

Joliet Township Government is hiring a part-time Deputy Town Clerk. This position requires experience in Microsoft Office products, strong clerical skills, including filing, answering phones, accounts payable and receivable. The Deputy Clerk will work closely with the Town Clerk and will perform duties in their absence, including notarizing documents, bid document preparation, board meeting management, and assist in Road District administrative needs.

Organization, time management and customer service skills are key for this role. This position will be 20 hours per week. Interested candidates must live in Joliet Township and must have voted in a Democratic primary election. Please submit cover letter and resume to supervisor@joliettownship.net by Friday, December 13.