


Village of Orland Park Job Description  
**CLERK OFFICE COORDINATOR**

	<b>DEPARTMENT</b>	Clerk's Office		
	<b>REPORTS TO</b>	Deputy Clerk		
	<b>CLASSIFICATION</b>	Non-Union	<b>FLSA STATUS</b>	Exempt
	<b>DATE REVISED</b>	6/9/2025	<b>PAY GRADE</b>	5
	<b>POSITION EMERGENCY STATUS</b>	Critical	<b>OSHA HRC</b>	Lower Exposure Risk

**POSITION OVERVIEW**

Responsible for providing varied, complex and confidential administrative assistance to the Deputy Clerk.

**ESSENTIAL JOB FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Receives and screens visitors, emails and telephone calls, providing information and resolving issues which regularly requires the use of judgment and the interpretation of policies and procedures.
- Researches, compiles and summarizes a variety of informational or statistical materials; may compile and review budget figures.
- Composes drafts and a wide variety of finished documents from notes, brief instructions, or printed materials; inputs or retrieves data and prepares reports; compiles and processes confidential materials.
- Initiates correspondence independently for own signature or by appropriate management staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various administrative, reference, and follow-up files; purges files as requested.
- Organizes meetings by notifying participants, making room arrangements, preparing agendas and required informational materials; may attend such meetings and prepares minutes.
- Relieves Deputy Clerk of certain administrative matters by following up on projects, transmitting information, and keeping informed of pertinent activities.
- Makes appointments and maintains a calendar, schedules and arranges for meetings and makes travel arrangements; sorts mail and obtains related backup materials.
- Assists with the development and administration of the department's budget; may prepare or maintain statistical, fiscal or payroll information.
- May coordinate departmental purchasing and related administrative support activities.
- May provide training and review of work of intern(s).
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Promotes and supports the overall mission of the Village by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

**QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

## **EDUCATION AND EXPERIENCE**

- High School Diploma/GED.
- Four (4) years of administrative support experience.
- OR an equivalent combination of education, training and experience.

## **LICENSES AND CERTIFICATIONS**

- Valid State of Illinois Driver's License

## **REQUIRED KNOWLEDGE AND SKILLS**

*For successful performance in this position, the incumbent will need to demonstrate the following:*

### **KNOWLEDGE:**

- Office administrative and secretarial practices and procedures, such as business letter writing and the operation of common office equipment.
- Record keeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary; standard business arithmetic, including percentages and decimals.
- Basic organization and function of public agencies, including the role of an elected officials and appointed boards and commissions.
- Basic supervisory principles and practices.
- Basic budgeting and financial record keeping principles and practices.
- Techniques for working collaboratively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

### **SKILLS:**

- Providing varied, responsible, and often confidential secretarial and office administrative assistance to a manager and high-level staff.
- Interpreting, applying and explaining complex policies and procedures.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational materials.
- Composing correspondence independently or from brief instructions.
- Maintaining accurate records of work performed.
- Working without close supervision in standard work situations.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted in the course of performing work duties.

## **MANAGERIAL/SUPERVISORY RESPONSIBILITIES**

May provide work direction and instruction to intern(s) as required.

## **ENVIRONMENTAL AND PHYSICAL DEMANDS**

### **ENVIRONMENTAL**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position is performed in an office environment.

### **PHYSICAL**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screens; hearing and speech to communicate effectively in person or over the telephone.

JOB DESCRIPTION ACKNOWLEDGEMENT	
POSITION TITLE: Clerk Office Coordinator	DATE RECEIVED: <a href="#">Click or tap here to enter text.</a>
<p>I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.</p> <p>I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.</p>	
_____ EMPLOYEE SIGNATURE	_____ PRINTED NAME
_____ SUPERVISOR SIGNATURE	_____ PRINTED NAME