

Village Clerk Role and Responsibilities

- Administers oaths and affirmations
- Oversees the administration of all Village contracts
- Publishes public notices required under State law, Village Charter and ordinances
- Assists Village Manager with daily operations
- Keeps the corporate seal and all documents and records of the Village
- Oversees the administration of all village contracts
- Responsible for risk management functions and managing Village general liability and property insurance renewals and claims
- Maintains the Village's employment records

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