



**Updated Job listing – please note this has been changed to correct an error that was made in the original job listing. Township elected positions have residency requirements as well as party affiliations and therefore it was thought that the Deputy Clerk should have the same as the Township Clerk. After receiving clarification, we have updated this job listing by removing those requirements.*

Deputy Township Clerk Job Opening *

Joliet Township Government is hiring a part-time Deputy Township Clerk. This position requires experience in Microsoft Office products, strong clerical skills such as filing, answering phones, accounts payable and receivable. The Deputy Township Clerk will work closely with the Township Clerk and will perform duties in their absence such as 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. Please submit cover letter and resume to supervisor@joliettownship.net by Tuesday, December 31.