

The Village Clerk is appointed by the Village President. Duties of the Village Clerk include:

- Attending all official meetings of the corporate authorities, and preparing the official minutes, subject to the direction and approval of the corporate authorities
- Notifying media and public of all village meetings
- Provide the village seal and attest for all ordinances, resolutions, contracts, and bonds of the village, and such licenses, permits and other documents as require this formality
- Act as the custodian of the village seal and affix its impression on documents whenever required. Arrange the placing of such advertisements or notices as may from time to time be required by statute, ordinance or direction of the village board
- Act as the custodian of all documents belonging to the village which are not assigned to the custody of some other officer
- Keep and maintain a proper index of all documents and records
- Acts as the Local Election Authority
- Perform other duties as required by state law and as may from time to time be delegated by the president and board of trustees

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