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| **VACANCY**  **OFFICE OF THE CLERK** |

The Village of Roscoe is currently accepting applications for the vacant position of Village Clerk. The Village President shall appoint a qualified person to serve as the Village Clerk for the remainder of a two year term until the lawful election of a Clerk in the next regular municipal election. Any eligible village resident who may be interested in serving as Village Clerk should send a letter interest and resume to Anne Hanson, Compensation & Benefits Specialist at 10631 Main Street, Roscoe IL, 61073, or email to [vorhr@villageofroscoe.com](mailto:vorhr@villageofroscoe.com).

Letters of interest must be received no later than October 24, 2019, interviews, if required, will be scheduled for last week of October, with an expected confirmation date of November 5, 2019.

The position requires attendance at all meetings of the Village Board, currently scheduled for 6:30pm on the first and third Tuesday of each month. Those seeking additional information about the role of the Village Clerk in the Village government will find a brief description of the duties for this position on the Village of Roscoe website, [www.villageofroscoe.com](http://www.villageofroscoe.com)