

# Village of Lakemoor



**VILLAGE OF LAKEMOOR**

## Application Packet

October 2011

Village of Lakemoor  
**Application Checklist**

**To be considered, a completed application packet MUST include the following:**  
The following documents are required in order for us to process your application:

- Letter of Interest
- Resume
- Completed Employment Application
- All waivers and acknowledgments must be signed
- Copy of form **DD-214** (if a veteran).
- Copies of **other documents**, which may be applicable to employment.

Village of Lakemoor  
**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the job description for the position I am applying for:

Position: **ADMINISTRATIVE ASSISTANT/ADJUDICATION CLERK**

I have read this job description and I completely understand all the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that duties for this position may change on a temporary or regular basis according to the needs of Village without it being specifically included in the job description.

---

Applicant's Signature

---

Date

---

Applicant's Name (please print)



**VILLAGE OF LAKEMOOR**

# Employment Opportunity

## § 87(1) ADMINISTRATIVE ASSISTANT/ ADJUDICATION CLERK

**Job Title:** Part-Time Administrative Assistant/Adjudication Clerk  
**Department:** Administration  
**General Purpose:** Provide confidential secretarial and administrative daily support to Adjudication Officer, Village Administrator and Village President

### **DUTIES:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **ASSISTANT TO VILLAGE PRESIDENT:**

- Provide support to Village President and Board members by coordinating schedule, public appearances, phone calls, correspondence, files

### **ASSISTANT TO VILLAGE ADMINISTRATOR:**

- Implement tasks as directed by Village Administrator to dept. heads, attending executive staff meetings
- Provide support to Village Administrator by maintaining calendar, handling phone calls, receiving & screening visitors, maintaining confidential files
- Responsibility to prepare and coordinate information for Board/Committees meeting packets, video schedule, Recording Secretary schedule
- Handle Village Board member requests, coordinate Village Attorney activities with Dept. Heads
- Respond to citizens' inquiries written, email and phone, proclamations, information, surveys,

### **ADJUDICATION CLERK**

- Preparation for Administrative Hearing proceedings, docketing, and records maintenance.
- Oversees coordination of matters with Adjudication Officer, defendants, Village Prosecutor and police department.
- Maintains strict confidentiality of operations and records as directed and required by law.
- Depositing, and accounting of monies for fines and other court receipts.

- Performs related duties as needed or assigned.

**ESSENTIAL QUALIFICATIONS:**

**Knowledge of:**

- Clerical procedures and standards of the Village President/Administrator's Office; basic organizational structure and functions of Village of Lakemoor.
- Organization, procedures, and operating details of the Village President/Administrator's Office.
- Effect writing, including spelling, grammar, and punctuation.
- Modern office methods, procedures, and computer equipment and software.
- Principles and methods of business letter and report writing.

**Ability to:**

- 
- Occasionally lift or carry weights of 10 pounds or less.
- Coordinate events in a highly sensitive environment.
- Employ good judgment and make sound decisions in accordance with established procedures and policy.
- Independently perform a variety of sensitive secretarial tasks.
- Research and prepare correspondence and reports.
- Ability to understand and follow pertinent laws and rules.
- Communicate clearly and concisely, both orally and in writing.
- Understand, organize, index and reference a wide variety of administrative information and records.
- Operate and use a variety of modern office equipment, including word processing equipment.
- Type accurately at a speed of 60 words per minute.
- Take dictation at a speed necessary for successful job performance.
- Establish and maintain effective working relationships with those contacted in the course of work.

**HOW TO APPLY:**

Application Packets are available at Lakemoor Village Hall, 234 Rand Road, Lakemoor, Illinois, online at [www.lakemoor.net](http://www.lakemoor.net) or scan with a smart phone below.



# Village of Lakemoor

# Application for Employment

An Equal Opportunity Employer

The Village of Lakemoor offers equal employment opportunity to all persons without regard to race, color, age, religion, sex, national origin, ancestry, disability, or any other category protected by federal, state, or local law. No question on this application is intended to secure information to be used for discriminatory purposes. NOTE: This application for employment will not be considered unless fully completed. This application will become part of your personnel file should you become employed with the Village of Lakemoor.

Date:

PLEASE TYPE OR PRINT CLEARLY IN PERMANENT INK

| PERSONAL INFORMATION  |                            |  |                                 |  |                          |  |                    |
|---|----------------------------|--|---------------------------------|--|--------------------------|--|--------------------|
| Name (Last)   |                            | (First)  |                                 | (Middle)   |                          | Social Security #  |                    |
| Street Address  |                            |  | Phone #                         | Alternate Phone #  |                          |  |                    |
| City  |                            | State  |                                 | Zip  |                          |  |                    |
| Former Address (If at current address less than one year)   |                            | City   |                                 | State  |                          | Zip  |                    |
| E-mail Address  |                            |  |                                 |  |                          |  |                    |
| *Are you 18 years of age or older?  |                            | Yes <input type="checkbox"/>   | No <input type="checkbox"/>     | *If you are under 18 years of age, you will be required to submit documentation verifying your age or a work certificate prior to employment, as required by state and/or federal law. |                          |  |                    |
| Do you have any shift or overtime restrictions?   |                            | Yes <input type="checkbox"/>   | No <input type="checkbox"/>     |  |                          |  |                    |
| Do you have unrestricted ability to work in the United States?  |                            | Yes <input type="checkbox"/>   | No <input type="checkbox"/>     | If no explain:   |                          |  |                    |
| Have you read the example of duties and requirements for the position you are applying for?   |                            | Yes <input type="checkbox"/>   | No <input type="checkbox"/>     |  |                          |  |                    |
| Do you have a valid driver's license?   |                            | Yes <input type="checkbox"/>   | No <input type="checkbox"/>     | Driver's License Number:   | State:                   | Expires:   |                    |
| Is your license currently under suspension?   |                            | Yes <input type="checkbox"/>   | No <input type="checkbox"/>     | Has your license ever been suspended?  |                          | Yes <input type="checkbox"/> No <input type="checkbox"/> |                    |
| Have you ever been convicted of a crime, or do you have any pending charges?*   |                            | Yes <input type="checkbox"/>   | No <input type="checkbox"/>     | (See back)   |                          |  |                    |
| *If yes, identify the crime, the date of the conviction, the court where the conviction occurred, and the disposition of the case. Please provide any relevant details. |                            |  |                                 |  |                          |  |                    |
| Conviction of a crime will not automatically disqualify you from employment, but may be considered as part of the overall evaluation of your qualifications.            |                            |  |                                 |  |                          |  |                    |
| AVAILABILITY/POSITION APPLIED FOR   |                            |  |                                 |  |                          |  |                    |
| Position(s) Applying for:   |                            | Status:  | Shift:                          | Wage Desired:  | Date Available For Work: |  |                    |
| 1.  |                            | <input type="checkbox"/> Full Time   | <input type="checkbox"/> First  | \$   |                          |  |                    |
| 2.  |                            | <input type="checkbox"/> Part Time   | <input type="checkbox"/> Second | <input type="checkbox"/> HR <input type="checkbox"/> WK  |                          |  |                    |
|   |                            | <input type="checkbox"/> Other   | <input type="checkbox"/> Third  | <input type="checkbox"/> YR  |                          |  |                    |
| How were you referred to the Village of Lakemoor?   |                            | <input type="checkbox"/> Internet Advertisement <input type="checkbox"/> Newspaper – List name:<br><input type="checkbox"/> Government Agency <input type="checkbox"/> Walk-in<br><input type="checkbox"/> Current employee – List name: <input type="checkbox"/> Other – List name: |                                 |  |                          |  |                    |
| Do you have any relatives working or holding public office for the Village of Lakemoor?   |                            | Yes <input type="checkbox"/>   | No <input type="checkbox"/>     | Name(s):   |                          |  |                    |
| Have you previously applied for employment at the Village of Lakemoor?  |                            | Yes <input type="checkbox"/>   | No <input type="checkbox"/>     | Location(s):   |                          | Date(s):   |                    |
| Have you ever been employed by the Village of Lakemoor?   |                            | Yes <input type="checkbox"/>   | No <input type="checkbox"/>     | Location(s):   |                          | Date(s):   |                    |
| EDUCATION BACKGROUND  |                            |  |                                 |  |                          |  |                    |
| SCHOOLS ATTENDED  | NAME AND ADDRESS OF SCHOOL | NO. OF YRS COMPLETED   | GRADUATED?                      |  | DEGREE RECEIVED          | DESCRIBE COURSE OF STUDY OR MAJOR                        | GPA<br>Ex. 3.2/4.0 |
| HIGH SCHOOL/GED   |                            |  | Yes <input type="checkbox"/>    | No <input type="checkbox"/>  |                          |  |                    |
| BUSINESS/VOCATIONAL SCHOOL  |                            |  | Yes <input type="checkbox"/>    | No <input type="checkbox"/>  |                          |  |                    |
| COLLEGE   |                            |  | Yes <input type="checkbox"/>    | No <input type="checkbox"/>  |                          |  |                    |
| ADVANCED DEGREE   |                            |  | Yes <input type="checkbox"/>    | No <input type="checkbox"/>  |                          |  |                    |
| Do you currently hold any professional licenses? Yes <input type="checkbox"/> No <input type="checkbox"/> Type: N: Exp:   |                            |  |                                 |  |                          |  |                    |
| Other training you received that may help in the position you are applying for (include any military training, former employment, etc.):                                |                            |  |                                 |  |                          |  |                    |
| <b>VILLAGE OF LAKEMOOR USE ONLY:</b> Received :   |                            |  |                                 |  |                          |  |                    |

List your employment for the last 10 years, including periods of military service and unemployment, in chronological order with your most recent employer first. Include part-time, summer, or temporary employment. Please account for any gaps in your employment history. Attach an additional sheet if necessary. If currently employed, may we contact your current employer? Yes  No

| EMPLOYMENT HISTORY |                     |                              |                              |  |                      |
|--------------------|---------------------|------------------------------|------------------------------|--|----------------------|
| COMPANY            | DATES OF EMPLOYMENT | PAY RATE                     |                              | Job Title  | JOB RESPONSIBILITIES |
| Address            | FROM                | TO START                     |                              | <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> OTHER |                      |
| City, State, Zip   | TO                  | UPON LEAVING                 |                              | Immediate Supervisor   |                      |
| Work Phone #       |                     | <input type="checkbox"/> HR. | <input type="checkbox"/> WK. | <input type="checkbox"/> YR.   |                      |
| COMPANY            | DATES OF EMPLOYMENT | PAY RATE                     |                              | Job Title  | JOB RESPONSIBILITIES |
| Address            | FROM                | TO START                     |                              | <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> OTHER |                      |
| City, State, Zip   | TO                  | UPON LEAVING                 |                              | Immediate Supervisor   |                      |
| Work Phone #       |                     | <input type="checkbox"/> HR. | <input type="checkbox"/> WK. | <input type="checkbox"/> YR.   |                      |
| COMPANY            | DATES OF EMPLOYMENT | PAY RATE                     |                              | Job Title  | JOB RESPONSIBILITIES |
| Address            | FROM                | TO START                     |                              | <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> OTHER |                      |
| City, State, Zip   | TO                  | UPON LEAVING                 |                              | Immediate Supervisor   |                      |
| Work Phone #       |                     | <input type="checkbox"/> HR. | <input type="checkbox"/> WK. | <input type="checkbox"/> YR.   |                      |

| REFERENCES  |             |                    |             |
|---|-------------|--------------------|-------------|
| List at least three professional references, whom we may contact, if necessary. |             |                    |             |
| Name (Last, First)  | Years Known | Name (Last, First) | Years Known |
| Occupation  | Phone #     | Occupation         | Phone #     |
| Address   |             | Address            |             |
| City, State, Zip  |             | City, State, Zip   |             |
| Name (Last, First)  | Years Known | Name (Last, First) | Years Known |
| Occupation  | Phone #     | Occupation         | Phone #     |
| Address   |             | Address            |             |
| City, State, Zip  |             | City, State, Zip   |             |

**IMPORTANT: Please carefully read all the following statements before you initial, sign, and submit this application.**

I understand that consideration for employment is contingent upon the results of a reference and background check. I therefore authorize The Village of Lakemoor to investigate all statements made on my application for employment and to obtain additional information related to my background. I further authorize The Village of Lakemoor to contact my current and former employer(s), listed references, and any individuals and organizations, including credit bureaus and law enforcement agencies, who can verify information provided on this application. I give my consent to any current or former employer(s), references, and individuals and organizations to respond to questions pertaining to information on this application and I release from liability such current or former employer(s), references, and individuals and organizations contacted by and providing information to the Village of Lakemoor.  
**(Please initial here)**

I understand that The Village of Lakemoor has a commitment to maintaining an alcohol/drug-free workplace and that, as permitted by law, The Village of Lakemoor may conduct a company-paid drug and alcohol screening test as a part of its selection and hiring process. I consent to such testing and I understand that I will be disqualified from consideration for employment and any offer of employment will be withdrawn if I receive a confirmed, positive test result. I further understand and agree that if I am employed, I may be required to submit to alcohol/drug testing under certain circumstances during my employment. I have read, understand, and agree to the statement above.  
**(Please initial here)**

I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment. I understand that if I am hired, my employment will be at will and for no definite period. I further understand that I have the right to terminate my employment at any time for any reason or for no reason with or without notice, and that The Village of Lakemoor has the same right.  
**(Please initial here)**

I certify that the information I have provided to The Village of Lakemoor on this application is correct to the best of my knowledge and I understand that any falsifications, misrepresentations, and/or omissions may result in my disqualification for consideration of employment or, if subsequently employed, my dismissal. If employed, I agree to receive, read and comply with all rules and regulations of the Village of Lakemoor.  
**(Please initial here)**

Signature (Complete Name)

Date of Application

# Village of Lakemoor

## Authorization for Criminal Record Background and Public Record Check for Employment and Volunteer Purposes

|                |                                 |                               |                          |
|----------------|---------------------------------|-------------------------------|--------------------------|
| Name (Last)    | (First)                         | (Middle)                      | Social Security #<br>- - |
| Street Address | Date of Birth                   | Driver's License Number       |                          |
| City           | State                           | Zip                           |                          |
| Gender         | Female <input type="checkbox"/> | Male <input type="checkbox"/> |                          |

I, \_\_\_\_\_, hereby authorize the Village of Lakemoor, its agents, officers, and employees, to use the above information I provided, and I agree to submit to fingerprint identification before the Lakemoor Department, if necessary, for the purposes of obtaining a criminal history record maintained by the Illinois State Police that reflects my "conviction information" as defined and provided by "Illinois Uniform Conviction Act" (20 ILCS 2635/3), and for the purposes of obtaining any other public records information about me maintained by any other governmental agency, including, but not limited to, driver's license records, and records administered by the Department of Children and Family Services. I further authorize and give my consent to the Village of Lakemoor, its agents, officers, and employees, to obtain and review any such information, obtained through my fingerprints and the above information I provided, for purposes of reviewing my employment application or suitability for Village sponsored volunteer opportunities.

I further understand that I will receive a copy of my conviction information, and a copy of any other public records information listed above, and that within seven (7) working days of receipt of such copy, I have the obligation and responsibility to notify the Village of Lakemoor as to whether such information is inaccurate or incomplete. I also agree that the Village of Lakemoor shall not be liable for damages for any action taken in reliance upon the accuracy and completeness of such information received, and I hereby release the Village of Lakemoor, its agents, officers, and employees from any and all claims for damages for libel, slander, invasion of privacy, or any other claim based upon the use of the information obtained pursuant to this authorization.

I certify that the information I have provided on this form is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment, or removal from the volunteer opportunity.

---

Signature of Applicant

Date