



The Village of Peoria Heights is accepting resumes for the position of Village Clerk. The Village Clerk shall attend every meeting of the board of trustees and keep a correct record of all proceedings by taking detailed minutes, keep all the records, papers, ordinances, votes and proceedings of the village board, and all appointments of village officers. The clerk shall attest all deeds, contracts and leases made by the board and, in conjunction with the president, sign all ordinances, bonds, and licenses and affix the seal of the village thereto, and perform such other duties as may be required by the board.

Please submit a resume to the attention of the Village Secretary, Sarah Witbracht, at 4901 N. Prospect Rd., Peoria Heights, IL 61616 or email Sarah.Witbracht@peoriaheights.org