

Village of Palmyra

AGENDA ITEM REQUEST FORM

Committee/Board:	Committee of the Whole
Topic:	Deputy Clerk position
From:	Laurie Mueller
Department:	Clerk/Treasurer's office
Presenter:	Laurie Mueller
Date of Committee Action (if required):	
Date of Village Board Action (if required):	Aug. 18, 2025

Information

Subject: Deputy Clerk Job posting.

Background Information/Rationale: We posted the job last time from July 1st – Aug. 15th. We have received 12 applicants, mostly from Indeed.

Key Issues for Consideration: I will have an updated job posting that I would like you to consider. I have gotten some suggestions from other clerks. I think we need a pay range in the posting. I have given you a few from other communities our size. And I think the board needs to decide if this is going to be a full-time position or not and post it that way. No one is going to want a job not knowing if it is going to be FT or PT, I don't believe. Also, I have reconsidered how far in advance we should post this. I am thinking of Jan. 1st.

Fiscal Impact (If any): By making this a full-time position at \$20 hour this will increase the general fund budget by \$11,759. Scott Halbrucker is taking 40% of the increase to the utilities.

Requested Action by Committee/Board: decide on new job posting and terms please