

**CITY OF TROY EMPLOYMENT OPPORTUNITY**  
**Administrative Clerk**  
**\$30.94/ hourly**

The City of Troy seeks qualified applicants for an **Administrative Clerk for the Administration office**:

The Administrative Clerk is responsible for payroll, accounts payables, creating deposits, customer service, track hotel/motel taxes, back up for water department and answering phones. A full job description and requirements are included with the application.

This is a full-time, non-exempt position with Health, Dental, Vision and Life insurance. IMRF pension, paid holidays, vacation and sick time and other benefits.

Application form can be picked up at The City of Troy/Administration office. Located at 116 E. Market Street, Troy, IL or by going to the website [www.troyil.us](http://www.troyil.us) and visiting the home page/city news.

Education and or Experience: High School diploma or equivalent: 21 years of age and two years' work experience.

Applications will be accepted until Wednesday June 11, 2025 @ 4:30 p.m.

## BENEFITS

The starting wage for the Administrative Clerk position is \$30.94/hourly. Starting May 1, 2026 the pay will be \$32.94/hourly.

Union dues \$43.25/per pay.

The City of Troy provides the employee's with 80% of their health insurance coverage cost. The employee is responsible for paying 20% on a bi-weekly deduction from their payroll check.

Employees have the option to purchase dental/vision/life/Aflac/Allstate at their own expense.

Pension: Illinois Municipal Retirement Fund. The employee contributes 4.5% of their gross salary and the City of Troy contributes a percentage of the employee's gross salary each month.

There is an addition life insurance employees have the option to purchase through IMRF and it cost \$16.00 per month. The coverage depends on the employee's age.

**Vacation:** After the employee's six (6) month probationary period, they will receive one (1) week of vacation. Upon achieving one (1) year of service, the employee will have earned an additional one (1) week of vacation. Upon the following January, the employee will receive their full vacation time. Thereafter, all vacation time will be distributed based on the calendar year beginning in January of each year with the amount of time determined by years of service as indicated below.

1 thru 4 years	2 weeks
5 thru 9 years	3 weeks
10 thru 19 years	4 weeks
20 years or more	5 weeks

**Comp-Time:** Employees can accumulate 120 hours of comp-time

**Sick Time:** Employee will receive 40 hours sick time after 6 months of employment. After 1 year employee will receive another 40 hours of sick leave. Thereafter the employee receives 80 hours of sick time each year. You can accumulate up to 960 Hours of sick time.

**Sick Bonus:** If an employee goes 1 full year April – April without taking a sick day they will receive a 1 day bonus pay. 2 years without a sick day receives 2 day's pay, 3 years receives 3 day's pay, 4 years receives 4 day's pay. Maximum bonus pay is 4 days.

**Personal Days:** Personal days are earned as follows: Those hired January through June will automatically receive two (2) personal days. Those hired July through December will automatically receive one (1) personal day and on the following January and every subsequent January the employee will receive two (2) personal days.

**Catastrophic Leave:** Employee has the option to buy into the catastrophic leave with 10 hours of sick time. The catastrophic leave is a bank of hours held for employees that may experience a catastrophic situation such as illness, accidents, family member to take care of etc. Each January 1<sup>st</sup> anyone with 960 sick time hours will donate their 80 hours into the catastrophic bank to help build the hours available.

**Holidays:** The City of Troy has 11 Holiday's per year. New Years, Martin Luther King, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day

Jeans are permitted to be worn but must be worn with professional attire for top and shoes. The jeans must be in good shape with no holes etc. Professional yet casual.

**JOB TITLE: Administrative Clerk**  
**DEPARTMENT: Administration**  
**REPORTS TO: Assistant to City Administrator**  
**STATUS: Full Time**  
**FLSA STATUS: Non-Exempt/Hourly**  
**Prepared Date: 11/2011**

**JOB SUMMARY:**

To perform daily duties assigned in the administrative office as well as duties assigned to assist in the Water Department. To work as a back up to the Assistant to City Administrator or Water Clerks during absence. Duties include typing, processing correspondence, receiving, screening and relaying telephone calls/mail for Administrative department.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

Process all information necessary for the completion of bi-weekly payroll: input and track all work-hour/time/leave information; produce, verify accuracy, and balance payroll reports; print and sign checks distribute checks to all departments. Enter and track all payroll check numbers for non-direct deposit checks.

Enter and track payroll report information to Excel spreadsheet. Send all wage information to Illinois State Department of Revenue and Federal Tax Payment System. Transfer all payroll information to bank for dispersal of funds. Log/track and generate all Child Support payments. Generate track and mail F.O.P, Police Pension, Aflac, and NCPERS checks. Generate and submit Quarterly Police Pension Reports to Police Department.

Produce yearly W-2 filing information; submit information to State of Illinois and Federal Departments of Revenue; disperse W-2 forms to employees.

Generate quarterly tax report and submit information to State of Illinois and Federal Department of Revenue for payment of quarterly taxes.

Generate, log and send invoices to business and to other municipalities for collection of payments and fees for various services. Receive, log and deposit all payments. Deposit and track hotel/motel taxes.

Verify Water Department deposit records for accuracy before deposit. Generate and log report of all City account payables and verify accuracy of report. Generate, sign and disperse checks for city payments; mail payments; monitor funds in checking account; track interest, deposits and payments related to City funds. Deposit all Building & Zoning, Police payment and fines, and license payments

Generate, track and disperse all 1099 forms for all non-employee performed work. Collect minutes from all Planning Commission meetings; verify attendance and generate payment to members.

Create new fiscal year files for all City accounts payables. Compile all necessary forms for new City employees.

Provide Notary services for the City and City residents.

Performs other duties and functions as required or assigned.

**QUALIFICATIONS:**

Knowledge of accepted office administrative principles and practices, business/government correspondence format, policy manuals and filing/record systems. Proficient with all Microsoft applications. Position requires knowledge of office operations and excellent customer service skills. Ability to operate office equipment such as computer, fax/copier/scanner, and communications equipment. Must be able to communicate effectively with supervisors, fellow employees and with the general public.

**EDUCATION and /or EXPERIENCE:**

High School diploma or equivalent; 21 years of age; two years' work experience

**CUSTOMER SERVICE & ORGANIZATIONAL SKILLS:**

Effective communication, interpersonal and customer service skills in dealing with the public and other City departments. Possess effective time management skills.

**CERTIFICATES, LICENSES, REGISTRATIONS & TRAINING:**

Obtain and maintain current Illinois Notary Public certificate and stamp.

*This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*



## EDUCATION & TRAINING:

	Name & Location	Years Completed				Dates		Diploma/ Degree
		9	10	11	12			
High School								
College		1	2	3	4			
Describe any Specialized Skills, training, etc.								
Certifications								

List any professional, trade, or business activities that pertain to the position for which you are applying:

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List any additional information you feel may be helpful to us in considering your application:

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## REFERENCES:

Fill in the names of five (5) adults not related to you and not former employers that have known you for a period, preferably more than five (5) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

1	Name	Address	Phone
	Occupation	Years Known	
2	Name	Address	Phone
	Occupation	Years Known	
3	Name	Address	Phone
	Occupation	Years Known	
4	Name	Address	Phone
	Occupation	Years Known	
5	Name	Address	Phone
	Occupation	Years Known	

## EMPLOYMENT EXPERIENCE:

List all jobs you have held for the last 10 years, including periods of unemployment. Put your present or most recent job first. Include military service. List in proper time sequence and temporary or part-time jobs.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone	Hourly Rate / Salary		
	Starting	Ending	
Job Title			
Reason for Leaving			Supervisor

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone	Hourly Rate / Salary		
	Starting	Ending	
Job Title			
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Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone	Hourly Rate / Salary		
	Starting	Ending	
Job Title			
Reason for Leaving			Supervisor

If additional space is needed, please continue on a separate sheet of paper.

List any specialized job related skill and/or qualifications acquired from employment or other experience:

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## EMERGENCY CONTACTS:

Name	Address	Telephone	Relationship

## RELEASE OF INFORMATION WAIVER:

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I authorize the City of Troy to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

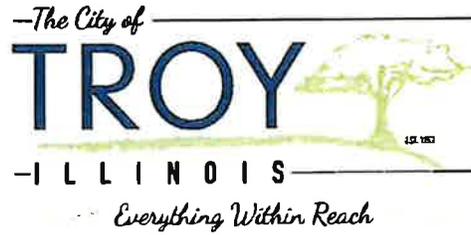
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. I authorize background checks and social media background checks as needed.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION. I UNDERSTAND AND AGREE TO ITS TERMS.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_





The City of Troy requires its employees to reside:

- A. Within the corporate limits of the City; or
- B. Within thirty (30) miles of the corporate limits.

If employed, the applicant agrees to fulfill this within six (6) months of employment date.

If employed, the applicant agrees to maintain a telephone in good working order at his/her place of residence.

Also, offer of employment is contingent on verification of the applicant's education, employment, and personal references.

By signing below, the applicant acknowledges agreement with conditions listed above.

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Date

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Signature of Applicant

# Application for Employment

City of Troy  
116 E. Market St.  
Troy, IL 62294  
(618) 667-6741

## AUTHORIZATION TO RELEASE INFORMATION

The undersigned hereby authorizes the release and full disclosure of any information and all records, concerning the undersigned to any authorized agent of the Troy Police Department.

The undersigned authorizes the disclosure and furnishing to the Troy Police Department, copies of any and all information relating to the undersigned's employment, work record, salary, attendance, education, disciplinary history, performance evaluations, reputation, medical records, criminal history, driving history, and military service records. Information of a confidential or privileged nature may be included. The information will be used to assist with the undersigned's employment background investigation.

The undersigned hereby releases The City of Troy from any and all liability or damages, which may result from furnishing the information requested. The undersigned acknowledges that in the event an application is disapproved, the source of confidential information cannot be revealed.

A photocopy of this release will be valid as an original even though the photocopy does not contain an original writing of my signature.

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

SSN # \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_