



FY 2026 BUDGET
Departmental Personnel Request for New Positions

Your initial request for a new position must be submitted with your draft budget. Your request will be reviewed and must be given conditional approval by the Finance Department and the Village Manager before being included in the budget. Requests that have received conditional approval will be forwarded to the Human Resource Department for further research and will also likely require Village Board approval in conjunction with the budget.

Department & Division:	Office of the Village Clerk
Fund:	1001
Program:	101
Suggested job title:	Part Time File Clerk
Union (if Relevant):	Non Union
Provide a brief description of function and/or need for the requested position.	Performs a variety of clerical duties related to the Office of the Village Clerk, maintenance, retrieval, and disposition of physical and electronic records. Ensures records are accurately labeled, securely stored, and readily accessible. Maintains confidentiality in handling sensitive information; follows established retention schedules; assists with archiving and secure destruction of records; and performs related duties as assigned.
Anticipated Annual Wages:	\$24.26/hr - \$35.17/hr
Expected/Requested Hire Date:	Q1 2026
Has this position existed in the past?	Yes No
If yes, define why it was eliminated or removed from the budget.	
For HR Use Only	Documents to be attached: Position Audit Draft job description Wage factoring worksheet HR Approval

** Submit completed forms to the Human Resources Department at hrsupport@oak-park.us **