



2323 South Fourth Street
DeKalb, IL 60115
Phone: 815-758-8282
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Thank you for your interest in the DeKalb Township Clerk position. The Board will take action to fill the vacancy by appointment at its May 19, 2026 meeting. The appointed Clerk will serve the remainder of the current term, which expires in May 2029.

If you have not already done so, please submit a letter of interest to Mary Hess no later than Friday, May 1, 2026. Letters will be shared with the Township Trustees in advance of the meeting.

All interested candidates are asked to attend the May 19, 2026 meeting and be prepared to introduce themselves to the Board. Each introduction should be limited to 3–5 minutes. Following candidate introductions, the Board will vote to appoint the Township Clerk. The selected candidate will be sworn in and assume the duties of the office on June 1, 2026.

The following pages are provided to help you gain a more comprehensive understanding of township government operations and the specific duties and expectations of the Township Clerk position. Included materials are as follows:

- An overview of the roles and responsibilities of the Town Board
- A summary of key statutory and administrative duties of the Township Clerk
- A detailed, month-by-month outline of the Township Clerk’s responsibilities throughout the year
- Township Clerk: Expanded Operational Duties and Expectations
- 2026 meeting schedule and current compensation information for the Township Clerk position

Meeting Details:

Date: May 19, 2026

Time: 6:00 p.m.

Location: DeKalb Township Building

2323 South 4th Street

DeKalb, IL 60115

We appreciate your interest in serving DeKalb Township and your willingness to contribute to the community. Please don’t hesitate to contact me if you have any questions by email at supevisor@dekalbtownship.org or by calling at (815) 758-8282.

Sincerely,

Mary Hess
Supervisor, DeKalb Township

Township Clerk: Expanded Operational Duties and Expectations

- Open Meeting Act (OMA) and FOIA training
- Records Retention Act training
- Sexual Harassment training
- Other trainings and conferences as available
- Attend ALL MEETINGS and be available for other Township needs
- Experience with technology: Zoom, YouTube, uploads, etc.

2026 Meeting Dates

DeKalb Township Board of Trustees Meetings are generally held on the third Tuesday of the month. Meetings begin at 6 pm.

- May 19
- June 16
- July 21
- August 18
- September 15
- October 20
- November 17
- December 15

DeKalb Township Clerk Compensation

May 18, 2026 – May 16, 2027	\$5,093.00 annually
May 17, 2027 – May 14, 2028	\$5,246.00 annually
May 15, 2028 – May 20, 2029	\$5,403.00 annually

All elected officials are paid on the first day of each month.

Month by Month Breakdown of additional duties of Town Clerk

In addition to regularly scheduled board meetings and related administrative tasks, below is a detailed outline of the Township's Clerk duties throughout the year. Timelines are subject to change based on current needs of the township.

JANUARY

A list of Township Officials is due to the County Clerk in anticipation of the annual required filing of the Statement of Economic Interests (SEI).

FEBRUARY

Begin preparations for the "Annual Town Meeting" (ATM).

MARCH

Continued preparation for the ATM; includes request of agenda items, creating a tentative agenda for board approval, publication of agenda in local newspaper and postings to public places.

Budget Ordinances and Public Hearings may be held this month. The Township Supervisor and Road Commissioner prepare the budgets for their departments. Notices and publications are required.

APRIL

File approved Budget Ordinances and Certification of publications for the Budget Hearing with the County Clerk.

Hold and manage the Annual Town Meeting, including acquisition of a moderator and verification of registered voters in attendance.

File the Annual Treasurer's Report with the County Clerk and publish in local newspaper.

MAY

As needed, prepare "Oath of Office" and file with the County Clerk.

File Statement of Economic Interests (SEI) with the County by May 1 deadline.

JUNE

Routine Duties

JULY

Routine Duties

AUGUST

Routine Duties

SEPTEMBER

Publication of the Annual Treasurer's Report.

OCTOBER

Routine Duties

NOVEMBER

The Levy process and Ordinances start and are prepared by the Supervisor and Road Commissioner. The Township Officials of Illinois holds a conference annually. Meeting dates and holiday dates are prepared and reviewed.

DECEMBER

Approved Levy Ordinances are filed with the County Clerk. Approved meeting and holiday dates are made available to the public.

GENERAL

The Clerk's position is supported by the Township Supervisor, Road Commissioner and staff. There are multiple avenues and resources for training, including lunch and learns and conferences. Elected officials and appointed individuals must attend Open Meetings Act and FOIA Training. As Clerk, record retention will be required.

Summary of Key Statutory & Administrative Duties of The Township Clerk

References to ILCS (Illinois Compiled Statutes) are made throughout this handbook. This database can be searched at <http://www.ilga.gov/legislation/ilcs/ilcs.asp> *Generally, see 60 ILCS 1/75-5 et seq.*

1. The Township Clerk approves the Supervisor's bond for the town funds. 60 ILCS 1/70-5.
2. The Township Clerk shall take the oath of office given by a person authorized to administer oaths before taking office on the first Monday in May after the election. 60 ILCS 1/55-10.
3. The Township Clerk can administer oaths and take affidavits which are required by law to be administered or taken by any township official. 60 ILCS 1/75-5(b).
4. The Township Clerk is the Clerk of the annual and special town meetings, and gives notice of such meetings, and calls the meeting to order for the purpose of electing a moderator. 60 ILCS 1/40-5, 75-10. Electors at the meeting shall be verified as voters registered within the township by the clerk, or a designee of the township clerk, through the use of township voter registration lists obtained by the township clerk from the election authority having jurisdiction over the township and updated to include voters registered no less than 28 days before the date of the meeting. 60 ILCS 1/40-5.
5. The Township Clerk is the ex-officio clerk of the Road District. 60 ILCS 1/75-40.
6. The Township Clerk must file a list of those elected or appointed to office with the County Clerk and the State Board of Elections. The Township Clerk accepts filings of nomination papers for candidates for township office, petitions for referenda, and certifies candidates and referenda to the County Clerk and/or Board of Election Commissioners.
7. In case of a tie vote on the Board of Trustees to appoint a person to fill a vacancy in township office, the Township Clerk can cast a tie-breaking vote.
8. The Township Clerk may appoint one Deputy Clerk when authorized by the township board of trustees. The Deputy Clerk shall have the power and duty to:
 - a. Execute all documents required by law to be executed by the township clerk and affix the township clerk's seal to those documents when required by law.

In signing a document, the deputy clerk shall sign the name of the clerk followed with the word "By" and the deputy clerk's own name and the words "Deputy Clerk".

- b. Attend bid opening with respect to the sale, purchase, or lease of goods or services by the township or the road district comprised of that township.
 - c. Attend township meetings and township board meetings and take minutes of those meetings. The deputy clerk shall exercise these powers only in the absence of the township clerk from the place where the clerk's office is maintained and only when (i) the clerk has directed the deputy clerk, in writing, to exercise that power or (ii) the township board has determined by resolution that the township clerk is temporarily or permanently incapacitated to perform that function. 60 ILCS 1/65-45.
9. Upon the request of the supervisor or of any two (2) board members, the township clerk shall call a meeting at the time requested and shall furnish to the board members at least 48 hours notice of the meeting. 60 ILCS 1/80-10.
 10. The township clerk shall act as the clerk of the township board and shall record the proceedings of each meeting of the board in a book, which he or she shall provide for that purpose at the expense of the township. The record shall include all certificates of accounts audited by the board. 60 ILCS 1/80-45.
 11. The township clerk serves as the local election authority and is responsible for accepting nominations from candidates seeking to run for township offices and/or referendum petitions. In this capacity, the clerk is responsible for publishing or posting certain specific notices, including notices for the Road Commissioner.
 12. The township clerk must take minutes of open and closed (executive) meetings of the board of trustees, and of annual or special meetings. By local custom, most clerks are also responsible for preparing agendas, securing tape recordings of closed meetings, and performing similar duties.
 13. The township clerk is required to attest to any payout of funds that township supervisor issues from the township treasury (Section 7-27 of the Illinois Township Code). In addition, Section 6-114.5 of the Highway Code requires the clerk in the clerk's capacity as road district clerk, to attest to all moneys paid out the road district's treasury. The Public Graveyard's Act was amended to also include a similar provision.

****Disclaimer: This list is not exhaustive of all statutory duties and may be subject to change based on administrative or staffing needs.***