



DEPARTMENT: Accounts & Finance

JOB CLASSIFICATION: Administrative Secretary – Part Time (two positions)

HOURS: Flexible, maximum of 20 per week, during hours of 8:00 am – 5:00 pm Monday - Friday

SALARY RANGE: \$16.97 per hour

QUALIFICATIONS:

- 3 years or more of clerical experience, cash handling and record processing/data entry.
- Experience working with an office setting/municipality dealing with the public
- Proficient in MS Office and Outlook.
- High School Diploma and/or knowledge and skills equivalent to the completion of a high school diploma.

DUTIES AND RESPONSIBILITIES: Requires ability to respond to inquiries from the public, receive payments, issue change and understand/follow verbal and written instructions, maintaining and prepare all department records for retention and destruction per established rules, balancing cash with receipts, answering inquiries or directing calls, performing general receptionist duties, handling department mail, maintaining vehicle license data base, ordering office supplies, and performing any other duties as assigned.

You may apply in person, fax, or email. Applications will be accepted until the position is filled. If you have additional questions you may contact Ms. Karin L. Graves, Director of Human Resources, at 847-746-4014 or karing@zion.il.us