



**Village of Kildeer
invites applications for the position of:**

Administrative Assistant

An Equal Opportunity Employer

WAGE/RANGE: \$15.00 - \$20.00 Hourly (DOQ)

CLOSING DATE: November 17, 2017 12:00 P.M.

DESCRIPTION OF PRIMARY PURPOSE: The Village of Kildeer is seeking an energetic, team oriented, personable candidate to fill our full-time or part-time (15-18 hours per week) Administrative Assistant position. The qualified candidate will provide secretarial services and establish and maintain files. Considerable contact with the public, including answering telephone inquiries, responding to e-mails and drafting correspondence is involved.

QUALIFICATION REQUIREMENTS: Must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION: Minimum of High School diploma or GED. College Degree is preferred.

TRAINING AND EXPERIENCE: Two (2) years of general office or secretarial experience.

SKILLS, KNOWLEDGE AND ABILITIES: Position requires working skill in typing, word processing and proofreading documents with good knowledge of English grammar, spelling and punctuation.

Working skill in establishing and maintaining effective working relationships with co-workers, Village Consultants, Village officials and the public.

Working skill to keep track of projects and deadlines, good skill in working as a member of a team, working skill in providing excellent customer service, working skill in maintaining various and detailed records.

Knowledge of Microsoft Office applications (MSWord, Excel; etc.), some knowledge of accounting/bookkeeping, some knowledge of modern government practices and procedures, and some knowledge of computer graphics, spreadsheets, and database management. Familiarity with Building Codes is a plus, as well as experience with Freedom of Information Requests.

RESUME, COVER LETTER AND JOB APPLICATION SHALL BE HAND DELIVERED OR MAILED TO:

Chief Village Officer
Village of Kildeer
21911 Quentin Road
Kildeer, IL 60047



ADMINISTRATIVE ASSISTANT

ESSENTIAL JOB FUNCTIONS:

- Answers Administrative and Police Department non-emergency phone lines;
- Answers varied inquiries by telephone, correspondence and in person, resolving complaints or referring matters to the appropriate Department;
- Assists with the maintenance of Ordinances, Resolutions, and Agreement books, as well as filing documents for recordation with Lake County's Recorder of Deeds and or County Clerk's office, as necessary;
- Assists with accepting, processing, and maintaining FOIA requests for Village;
- Assists with the Village's internet site as requested;
- Accepts, processes, and reviews applications to the Architecture Committee;
- Maintains the building permit folder system in an organized manner;
- Assists with processing building permit applications – includes accepting applications, logging them into the system, confirming necessary licensing requirements have been met, etc.;
- Assists in responding to "JULIE" inquiries; and
- Other duties as assigned.



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last First Middle

Address: _____
Street (Apt) City/State Zip

Alternate Address: _____
Street City/State Zip

Contact Information: _____
Home Telephone Mobile Telephone Email

How did you learn about us?

POSITION SOUGHT: _____ **Available Start Date:** _____

Desired Pay Range: _____ **Are you currently employed?** _____
Hourly or Salary

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

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