



**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: June 11, 2018 12:00 P.M.

DESCRIPTION: The Village of Kildeer seeks a person who would serve as the first point of contact for all telephone calls and people who come to Village Hall. In addition to providing excellent customer service, the successful candidate will process commercial and residential building permits, schedule building inspections, and serve as the liaison to the Village's Architecture Committee.

The ideal candidate for this full time position will have a college degree or equivalent experience, strong computer skills, strong oral and written communications skills, the ability to work independently and exercise sound judgment on a daily basis.

The Village of Kildeer is a municipal corporation located in southwest Lake County. There are over 1,200 houses in the Village with over 3,900 residents. The Village staff consists of 11 positions - 1 Chief Village Officer, 1 Finance Director, 1 Chief of Police, 6 Police Officers, 1 Police Records Clerk, 1 Administrative Assistant.

SEND A RESUME, COVER LETTER AND JOB APPLICATION TO:

Chief Village Officer
Village of Kildeer
21911 Quentin Road
Kildeer, IL 60047
mtalbett@villageofkildeer.com

(job application on next page)



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

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