



## JOB POSTING

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<b>Job Title:</b>	<b>Cashier/Receptionist</b>
<b>Hours:</b>	Full time Position, Hours as scheduled
<b>Hiring Rate:</b>	\$ 12.00 per hour plus benefits– D.O.Q.
<b>Application Deadline:</b>	Friday October 11; 3:30 pm

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The Village of Antioch has vacancy in the Village Clerk's Office:

**Cashier/Receptionist**

One position is available at this time.

The Cashier/Office Clerk performs customer service and assists the Village Clerk and front office staff with related duties. Responsible for handling cash and maintaining a daily balance. Acts as key customer service representative for department and performs tasks which are clerical in nature. Reports to the Village Clerk.

### Requirements Include:

- Minimum of a High School diploma or GED
- 6-12 months of related experience; or
- Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.
- Ability to demonstrate exceptional customer service and organizational skills.
- Ability to run applicable machinery and equipment including personal computer, adding machine, copier, printer, fax machine.
- Ability to add, subtract, multiply, divide and work with fractions.
- Ability to accurately count currency
- Ability to be responsible and trustworthy of currency in possession.
- Ability to work a fixed schedule.

### To Apply:

If interested, please fill out an application for employment at [www.antioch.il.gov](http://www.antioch.il.gov) or apply in person at the Village Hall, 874 Main Street, Antioch, IL, 60002. Applications accepted Monday through Friday between the hours of 8:30am – 5:00pm.