



JOB POSTING

Job Title:	Administrative Assistant
Hours:	Full time Position, Hours as scheduled
Hiring Rate:	\$12.00 per hour – D.O.Q.
Application Deadline:	Friday March 15, 2013; 3:30 pm

The Village of Antioch has vacancy in the Public Works Department:
Administrative Assistant
One position is available at this time.

Under supervision, performs Administrative duties of moderate difficulty for the Public Works department. Acts as key customer service representative for department and performs tasks which are clerical in nature. Reports to the Director of Public Works.

Requirements Include:

- Minimum of a High School Diploma or GED
- 1 – 2 years post High School specialized training in office management, business or A/R, A/P
- 2 – 5 years of experience in an office environment performing customer service and clerical functions.
- Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.
- Ability to operate personal computer, 2-way radio, fax, phone, copy machine and other applicable office equipment.
- Act as primary assistant to the Public Works Director
- Ability to deal with the public in a courteous and effective manner.
- Knowledge of construction, or previous experience in a public works environment preferred.
- Ability to tolerate working in an environment that may contain dirt, dust, noise, unpleasant fumes/odors, vibration, poor lighting, allergens, wetness and/or humidity.
- Perform bill coding for Public Works and other Village departments as required
- Answer phone calls and perform customer service, either on the phone or in person, on matters relating to Public Works.
- Complete Public Works work orders and distribute to appropriate staff; follow up to ensure work is completed.
- Perform Public Works payroll functions and track employee time off.
- Request quotes from Public Works vendors for supplies and complete bidding process.
- Create and coordinate Public Works correspondence, letters, mailings, etc.
- Perform other related duties as assigned.

To Apply:

If interested, please fill out an application for employment at 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.