



The Village of Antioch is seeking qualified applicants for the position of full-time **Cashier/Receptionist**. This position reports to the Village Clerk and is responsible for tasks such as ordering office supplies, typing correspondence, answering telephones, providing general information to the public, and assisting other Village departments at the front desk. Examples of essential job functions include, but are not limited to:

- Processing payment activity for Village-sold products such as business licenses, water bills, permit applications, etc.
- Balancing cash registers and preparing deposit for bank on a daily basis.
- Providing customer service by answering inquires on various Village-wide and departmental activities and general Village services.
- Working with the Village Clerk on recordings, agendas, filing of official documents, and other related duties.

The successful candidate will have working knowledge of general office terminology, procedures, and equipment; cash handling and management procedures; local government organization; and records management. The incumbent should also be proficient in prioritizing work and exercising independent judgment, be able to communicate effectively both verbally and in writing, and be able to maintain a professional attitude at all times.

Minimum requirements include: a High School Diploma or GED Equivalent and a minimum of six (6) months to one (1) year of handling monetary transactions, providing customer service, or other relevant experience. Must also have a valid Illinois Driver's License. Notary Public preferred but not required.

Hourly rate is \$14.00 +/- depending on qualifications. Excellent benefits package. Interested candidates should submit a cover letter and resume to:

Village of Antioch
Attn: Human Resources
874 Main Street
Antioch, IL 60002

Application materials can also be submitted electronically to klamkin@antioch.il.gov.

Equal Opportunity Employer

Application deadline is open until the position is filled.