

Part Time Office Assistant

EMPLOYMENT STATUS: Part-time- Flexible hours between Monday and Friday 8am to 5 pm

NATURE OF WORK: Assist the Village Administrator, Clerk/Treasurer and Deputy Clerk Treasurer in a variety of office duties.

ESSENTIAL JOB FUNCTIONS

- Answer telephone calls and responds or directs caller to appropriate personnel.
- Complete a variety of tasks using Microsoft Word, Publisher, Excel, Outlook and other processing software.
- Provide information to residents or visitors.
- Assist citizens with concern and empathy; respect their confidentiality and privacy and communicate with them in a courteous and respectful manner.
- Assist in mailings of A/P checks, AR invoices, and other items.
- Sort and distribute mail, and process any receipts received by mail.
- Assist in preparation of minutes, agenda, correspondence, reports, memoranda, and other material for monthly board meetings.
- Assist the office in utility billing and collecting and processing monthly bill payments.
- Balance and prepare deposits of the cash drawer.
- Handles filing and copying as requested.
- Assists Village Board of Trustees, Village Administrator, Deputy Clerk, or other employees with special projects.
- Performs related work as required.
- Other duties as assigned by the Village Clerk or Deputy Clerk.

REQUIREMENTS OF WORK

- High School diploma or GED equivalent. Working knowledge of clerical and business office procedures, terminology, and equipment required. Associates Degree preferred or Office Experience.
- Computer skills and ability to efficiently operate the telephone, scanner/copier, fax machine, and calculators.
- Ability to perform and organize work independently as assigned; perform routine office duties independently; ability to establish and maintain effective working relationships with associates and the general public.
- Ability to respond tactfully, clearly, concisely, and appropriately to inquiries from the public.
- Ability to type at a speed necessary for successful job performance.
- Ability to maintain confidentiality of information.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to independently cover the office
- Ability to be flexible

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The Employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

