

Date posted: January 21, 2014

**City of St. Charles
Employment Opportunity**

**Administrative Assistant
Building and Code Enforcement Division – Community Development Department
Full-time**

Job Description

This position is responsible for providing service to customers and performing clerical work that supports a fast paced office. This includes waiting on customers, answering telephones, processing permits, balancing daily receipts, scheduling inspections or appointments, and attending day and evening meetings. Routine and technical correspondence, generating reports, preparing agendas, maintaining documents, record keeping, taking notes and composing minutes, as well as filing paper and electronic documents and plans are responsibilities of this position. This position will work with the City Records Division to assist in responding to Freedom of Information requests. This position is responsible for coordinating the adjudication hearing process and assisting with the preparation of budgets and tracking of expenditures. This position reports to the Senior Administrative Assistant and may be required to serve as a back –up for the supervisor.

The availability to attend City meetings held in the evening will also be required, as needed.

Requirements

The most important quality in a successful candidate will be the ability to juggle tasks and responsibilities and to be able to change gears quickly to accommodate the needs of customers and staff. This position requires excellent writing and oral communication skills to interact with the public and employees and strong computer skills (Word and Excel) with the ability to learn new software and applications readily. Applicants must have the ability to maintain strict confidentiality, maintain professional decorum, and be detail-oriented and flexible. This position requires a high school degree or equivalent and a minimum of 2 years of office experience.

Salary

Starting pay for this position is \$17.00/hr.

Apply on line at www.stcharlesil.gov no later than February 9, 2014.

Please thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4415.

The City of St. Charles is an Equal Opportunity Employer.