

Date posted: March 12, 2014

**City of St. Charles
Employment Opportunity
Internal/External**

**Administrative Assistant
City Administration
Part-time (Monday – Friday 11:30 AM – 4:30 PM)**

Job Description

This position applies advanced clerical and customer service skills to provide assistance to the department, and other City departments, by providing coverage and assistance with projects. Primary tasks will be answering telephone calls, scheduling meetings, proofreading, typing, copying, collating, assembling, filing, distributing office documents, processing mail, word processing, straightening meeting rooms, and various other miscellaneous duties. This position will assist in processing City Council Meeting materials bi-weekly, process updates to Municipal Code and distribute hard copies internally and externally to Code Book holders, and update and maintain records and files of City of St. Charles tax exempt properties. This position reports to the Senior Administrative Assistant and will be required to serve as a back –up for the supervisor, which may require working a 40 hour week from time to time. This position will also fill in for the Receptionist as needed. 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.

External applicants apply on line at www.stcharlesil.gov no later than March 28, 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.

Internal applicants must thoroughly complete an Internal Employment Application by March 28, 2014. The Internal Employment Application is available on the iNet or from the Human Resources office.

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