

Date posted: January 16, 2015

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

**Administrative Assistant – Part-time (25 hours)
Community Development Department**

Job Description

This position is responsible for performing clerical operations and functions that support the Department. This includes providing service to customers, answering telephones, processing planning documents, process invoices and purchase orders, scheduling inspections or appointments, and setting up and attending day and evening meetings. Will prepare correspondence, reports, documents, takes notes and compose minutes, as well as filing office documents and plans. This position reports to the Senior Administrative Assistant.

The flexibility to work 8:00 AM - 4:30 PM when necessary and attendance at City meetings held in the evening will also be required as needed.

Requirements

This position requires a high school degree or equivalent and a minimum of 2 years of office experience. Excellent writing and oral communication skills in order to interact with the public and employees and strong computer skills (Word and Excel) with the ability to learn new software and applications readily are also required. Applicants must have the ability to operate a variety of office equipment including a personal computer, typewriter, calculator, and facsimile machine.

The most important qualities in a successful candidate will be the ability to juggle tasks and responsibilities and the ability to change gears quickly to accommodate the needs of customers and staff. Applicants must also have the ability to maintain strict confidentiality, maintain professional decorum, and be detail-oriented and flexible. This position also requires a valid drivers' license.

If selected, successful completion of a thorough background check and drug screen are required.

Salary

Starting pay for this position is \$17.32/hr.

Apply on line at www.stcharlesil.gov no later than February 8, 2015.

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 should complete the Internal Employment Application.

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