

**Date Posted:** January 9, 2013  
**Expected to be Filled by:** ASAP

**Employment Opportunity  
Internal/External Posting**

**Administrative Assistant – Electric, Meter, & Communications  
Part-Time - 9:00 am – 3:00 pm**

**Overview** (*Position Description available on the City Website with the job posting*)

As a member of the Electric, Meter, & Communications Administration team, the Administrative Assistant performs a variety of general clerical support tasks and provides exceptional customer service, coverage, and assistance with projects. Duties include answering telephone calls, scheduling meetings, typing, copying, collating, assembling, filing and distributing office documents, generating reports, taking minutes at meetings, process JULIE requests, assist the Meter Readers and Utility Billing, and various other miscellaneous duties. There will be data entry and report generation using a variety of software packages, including Word, Excel, PowerPoint, Access, City View, Lotus Notes, Precision GIS, Lawson Financial and the iSeries. This position reports to the Sr. Administrative Assistant and will provide coverage as needed for within Public Works, which will include working full days to cover for vacations, training, as well occasional evening meetings. This could be requested on short notice.

**Requirements**

This position requires a high school diploma or equivalent, a minimum of two (2) years of office support experience, strong computer skills including e-mail, database activity, word processing, and spreadsheets. Customer service experience is also required. The ideal candidate should have excellent organizational and effective interpersonal skills to interact with elected and appointed officials, employees, agencies, other governmental units, and the public.

**Salary**

Starting pay is \$17.00/hr.

**External applicants** - Apply on line at [www.stcharlesil.gov](http://www.stcharlesil.gov) by **Wednesday January 30, 2013**. Complete the on-line employment application – must include salary history. Resumes should be attached in the on-line application. Any additional documents can be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov). Please note that if you have completed an on-line application within the past 3 months, please e-mail [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov) to express your interest in this position. No need to submit another application.

**Internal applicants** - Complete the Internal Employment Application and submit [it](#) to Human Resources by **4:30 PM on Wednesday January 30, 2013**. 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.