

**Date Posted:** May 1, 2014

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

**Administrative Assistant – Part-Time  
11:00 am – 4:30 pm Monday through Friday**

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

As a member of the Public Works Administration team, the Administrative Assistant performs a variety of clerical tasks and provides assistance to all Public Works divisions, and other City departments by providing exceptional customer service, coverage, and assistance with projects. General clerical support duties include answering telephone calls, scheduling meetings, typing, copying, collating, assembling, filing and distributing office documents, generating reports, taking minutes at meetings, and various other miscellaneous duties. There will be various data entry and report generation using a variety of software packages, including Word, Excel, PowerPoint, Access, , JULIE Ticket Entry & Search, Tree Keeper, City View, Lotus Notes, Lawson Financial, Sharepoint Call Log, CitySource and the iSeries. This position reports to the Administrative Coordinator and will provide coverage as needed, which will include working full days to cover for vacations, training, and 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.

**Applicants** should apply on line at [www.stcharlesil.gov](http://www.stcharlesil.gov) by May 16, 2014. 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](mailto:hr@stcharlesil.gov). If you are unable to apply online, or for other assistance, please contact 630-377-4415.

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.

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