

Date posted: November 1, 2013

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

**Utility Billing Administrative Assistant
Part Time**

Job Description

This position is responsible for routine clerical functions including the use of office equipment and computer software. This position will process customer forms, payments, and paperwork as well as answer department telephones, assist customers via telephone and in-person at the counter, and balance cash drawers.

Regular hours for this position are 10:30 AM - 4:30 PM Monday through Friday with the flexibility to work 8:00 AM - 4:30 PM when necessary to cover staffing shortfalls and vacations.

Requirements

Applicants must have strong communications skills both written and oral for interaction with the public, co-workers, elected and appointed officials, agencies, and other governmental units. This position requires strong computer skills (Word and Excel) with the ability to learn new software and applications readily. Applicants also need working knowledge of office equipment such as typewriters, copy machines, fax machines, and especially 10-key adding machines. The ability to stay calm under pressure and to maintain strict confidentiality is a must. A successful applicant will have good organization skills, be self-motivated, be detail-oriented, be flexible, and be able to work independently.

A high school diploma or equivalent and a minimum of 1-year office experience are required. Prior office experience involving public contact and cash handling is desirable. The ability to speak Spanish is a plus.

Salary

Starting pay is \$17.00 per hour.

External Applicants should apply on line at www.stcharlesil.gov by Wednesday, November 20, 2013. 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 Wednesday, November 20, 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.