



Administrative Assistant – Part Time

The Village of Gilberts is accepting applications for a part-time permanent Administrative Assistant reporting to the Village Administrator and assisting the Village Clerk.

Responsibilities include basic customer service at the front counter processing water bills and other payments, answering telephone inquiries, processing mail, ordering and managing office supplies, helping prepare the village newsletter and other mass communications, serving as a notary public and other administrative tasks as necessary and assigned. The assistant may also be appointed deputy clerk and complete tasks customary to an Illinois municipal clerk, acting as village clerk in his or her absence. Experience with Adobe, LaserFiche, MS Outlook, Powerpoint and other office software desired.

The position requires administrative assistant skills and knowledge. A valid driver's license and good driving record are required. This position is budgeted for 1,000 hours annually and does not include any medical or dental insurance. There is also no provision for vacation pay or any pension benefits. The individual hired must successfully pass a criminal background and illegal substance screening. There will be a 6-month probation period to permanent hiring. The full job description and village application for employment are available at www.villageofgilberts.com

Starting wage is \$14-\$18/hour DOQ. Applications may be submitted at Village Hall, 87 Galligan Road, Gilberts IL 60136, ATTN: Village Clerk or to info@villageofgilberts.com. Position opened until filled.