

## **Administrative Assistant**

The Village of Third Lake, located between Gurnee and Grayslake in northern Lake County, is looking for a part-time administrative assistant who enjoys making a difference and takes pride in being an integral part of a small team that supports our 1100 residents.

### **Job Description/Responsibilities**

This role reports to the Village President. S/he is responsible for maintaining all Village documentation and filings not delegated to other officers. This role works closely with other staff and requires excellent customer service skills, initiative, strong attention to detail, ability to work independently, ability to work as part of a team, juggle multiple priorities, and problem solve issues within Village ordinances/rules.

The most common responsibilities include, but are not limited to:

- Providing general administrative and clerical support including mail management, scanning, faxing and copying
- Maintaining electronic and hard copy filing system
- Answering questions via email, phone or in person for residents, contractors, business owners, etc.
- Purchasing, issuing annual boat stickers, boat launch keys and collecting related fees
- Providing applications and accepting and processing building plans and permit info
- Issuing building permits and collecting fees
- Processing liquor and business licenses
- Preparing letters to residents addressing ordinance violations, tickets etc.
- Preparing and sending Board and Village committee meeting packets; taking and publishing minutes for these meetings
- Creating and publishing monthly newsletters
- Compiling spreadsheets and supporting documentation for Village Treasurer
- Updating the Village website using Word Press
- Preparing the annual Village calendar/schedule
- Soliciting bids for Village projects
- Monitoring the status of Village projects and following up as needed
- Opening and coding invoices in preparation for payment
- Performing routine office duties and running Village errands (ex: monitoring office supplies inventory, purchasing stamps, etc.)
- Opening and closing the Village Hall on schedule

Some evening work will be required to provide support for Village meetings.

### **Requirements and Qualifications**

The individual will be expected to develop a complete working knowledge of the following:

- Thorough knowledge of the laws, ordinances and other regulations pertaining to records management, public information, elections, and general municipal administration.
- Thorough knowledge of the rules of public meeting conduct.

- Thorough knowledge of Village services, organizational structure and general operation to effectively direct and assist the public.

The workday is divided between work that is performed at a desk (sitting) and counter services for our residents (standing), with moderate to significant computer-based periods of time. Minimal lifting of up to 25 lbs is required (most often office supplies).

The job requires the following:

- High school diploma or GED
- Minimum of three years of general office support experience
- Excellent interpersonal/customer service skills
- Strong written and verbal communication skills
- Ability to multitask and prioritize
- Detail oriented with good analytical skills
- Proficient in Microsoft Office applications including Word, Excel, Powerpoint and Publisher
- The individual must be bond eligible

The following are desirable but not required:

- College education
- Municipal work experience
- Knowledge of construction permitting process

Advancement to the Deputy Village Clerk role is a future possibility.

### **Work Schedule and Benefits**

All work is performed from the Village Hall (87 N. Lake Ave., Third Lake, IL).

- Office hours: Monday through Friday from 8:30 a.m. to 2:30 p.m.; requested workdays of Monday, Wednesday, Friday.
- Support for Village meetings (averages 5-10 hours per month): most meetings are 2 hours or less in duration, start at 6:30 p.m. or 7:00 p.m. and must be concluded by 10:00 p.m.
- Unpaid time off in lieu of vacation based hours worked
- No benefits

Public transportation (Metra, Pace) is not readily available to the Village Hall. Use of personal vehicle is expected for office errands. Mileage is reimbursed.

Resumes and compensation requirements can be submitted to [lmateja@ThirdLakeVillage.com](mailto:lmateja@ThirdLakeVillage.com)