

## VILLAGE OF CASEYVILLE

Position Title: Administrative Clerk

Supervisor: Treasurer/Comptroller

FLSA Status: Full-Time, Hourly

Bargaining Agent: Teamsters, Automotive, Petroleum and Allied Trades Local Union No. 50

### JOB SUMMARY

This position is primarily responsible for handling administrative items at Village Hall. The incumbent must be knowledgeable of and able to effectively work with the Village's computer systems. Ability to deal with the public is required, both in person and on the phone.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Speak and write English.

Have a general working knowledge of the operations of the Village of Caseyville and be able to assist in other areas, as needed. This includes the front counter and all computer programs.

Answer telephone calls. Assist employees, residents, vendors, and other customers with questions/problems.

Handle confidential, personal and sensitive information in an appropriate and professional manner.

At the supervision and instruction of the Treasurer, input various financial data.

Data entry for utility billing, accounts receivable, payroll, and/or accounts payable.

Prepare daily bank deposits.

Balance accounts and perform necessary reconciliations.

### MINIMUM QUALIFICATIONS

High school diploma.

One year of general office experience, working with the public.

Working knowledge of Microsoft applications, with an emphasis on Excel and Word.

Must be able to use a 10-key calculator with speed and accuracy.

General clerical skills, including cash handling.

Strong organizational skills.

Bilingual Spanish preferred.

Bachelors Degree in Accounting, preferred.

Experience in governmental/fund accounting, preferred.

Must be able to pass drug, criminal and financial background screening.

## WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

Primary work environment is an office setting located at Village Hall, 909 South Main Street.

Must be able to lift 25 pounds of equipment, supplies, and tools; requires climbing, balancing, stooping, kneeling, and reaching; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately and efficiently; hearing is required to perceive information through normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data; requires ability to deal with stressful conditions in a calm and professional manner.

## SUPERVISOR

This position reports directly to the Treasurer/Comptroller. Incumbents must be able to function independently, with minimal supervision, to accomplish assigned projects, referring unusual problems to supervisor.

## COMPENSATION

This is a union position, with wage rates and benefits established per a collective bargaining agreement. Starting wage is \$26.25 per hour, plus benefits.

## APPLICATION

Mail cover letter, resume, and three professional references to Human Resources at the following address:

Village of Caseyville  
909 S Main St  
Caseyville, IL 62232

The Village of Caseyville is an Equal Opportunity Employer.