

Administrative Clerk II Job Description

The Administrative Clerk II position is an intermediate level position with an emphasis on customer service, routine clerical and administrative tasks involving answering phones, cashiering, and posting receipts. The hourly rate is \$24.83 for a full time position.

JOB SUMMARY:

- processing daily cash receipts and verify that transactions comply with financial policies and procedures.
- Routinely handles face to face customer payments and other finance transactions including those that are related to, but not limited to, utility billing, permits, contractor's licenses, vehicle stickers, animal registrations, and liquor licenses.
- Answers telephones for the Village's main switchboard. Provides public information and customer service to residents within Village Hall.
- Balances cash receipts and prepares deposits. Reconciles amounts to the reports prepared and helps to identify any variances.
- Maintains general files for the Department; understands and follows the formal policies and procedures of the Department.
- Works closely with and in support of other Department Staff in completing assignments by performing word processing, mailing, report reproduction, etc. Work is often conducted under tight deadlines.

*Performs other related job duties or responsibilities as requested or required, whether or not specifically mentioned in this job description.

QUALIFICATIONS:

- High school diploma or GED equivalent.
- 1 to 3 years of experience related to customer service and clerical duties.
- Excellent organizational, communication and writing skills.
- Knowledge of administrative, clerical, and recordkeeping office systems and proficient in Microsoft Office Suite.
- Ability to maintain confidential information is required.
- Capable of working independently, ability to multi-task and manage a complex schedule is essential.
- Bi-lingual (Polish or Spanish) is highly preferred.

PAY AND BENEFITS:

- Excellent benefit package, including health, dental, vision and life insurance, FSA plan, 457 plans, IMRF, disability plans, Employee Assistant Program, and multiple voluntary plans.
- Paid vacation, personal days, sick time, and holidays.
- Employee wellness program and incentives.

The position is open until filled. The successful candidate will be required to pass a background check and drug screen.

Qualified candidates should mail or email their resume and the Village application to:

Village of Franklin Park

9500 Belmont Avenue

Franklin Park, Illinois 60131

Attn: HR Department

Email: resumes@vofp.com.

The Village of Franklin Park is an Equal Opportunity Employer.