



VILLAGE OF ORLAND HILLS

ADMINISTRATIVE OFFICE ASSISTANT VILLAGE OF ORLAND HILLS, ILLINOIS Part Time, Entry Level up to \$15 per hour

Job Description

Under the supervision of the Village Administrator, Assistant Village Administrator and/or The Building and Public Works Administrative Secretaries, the Administrative Office Assistant is responsible for, but not limited to, the creating and maintaining of all Village records in a digitized format and assisting with front counter operations for the Village of Orland Hills.

Qualifications

Must be able to uphold and enforce Village Policies and Procedures, be able to work independently or in a team environment, illustrate a general knowledge of computer skills and/or other functions deemed necessary to perform duties as given. Exceptional verbal and written communications; along with excellent organizational skills and attention to detail. Ability to prioritize tasks as needed. Ability to create and present ideas to further enrich the Village of Orland Hills.

Applicant must have a High School Diploma but an Associates is preferred and/or the equivalent combination of training and experience required. Knowledge of the philosophy, mission, leadership needs, and planning requirements of the Village is preferred. This position's hours may vary depending on department and/or Village's needs. This is a Non-Union position.

Primary Responsibilities

This person's duties shall include, but not limited to:

1. **Data Entry:**
 - Enter in daily cash receipts data for the front counter (Vehicle Stickers, permit fees, etc.)
 - Create, prepare and maintain a database for all Village records including but not limited to building permits, plats of surveys, etc.
2. **Public Works Department:**
 - Assist with informing Village residents of upcoming projects
3. **Building Department:**
 - Assist with scheduling inspections and follow ups.
 - Assist with permit application process (COI's, fees collected, etc.)
 - Maintain filing system.

Other Duties:

- Assist various departments with projects
- Other duties deemed necessary.
- Clerical support as needed.
- Back up to Building and Public Works Administrative Secretaries

Physical Requirements

Must be able to lift up to 15 pounds along with prolonged periods of sitting and/or standing.

HOW TO APPLY:

Apply with resume, cover letter, and contact information for three professional references by October 18, 2023 to Brian O'Neill, Village Administrator. Questions about the position: TEL: 708-349-6666 or email: boneill@orlandhills.org