



Job Description

Title: Administrative Assistant, PartTime
Pay: ~\$15.00/hour
Date: October, 2020
FLSA Status: Nonexempt
Report to: Administrator

Duties and Responsibilities

- Position is 15 hours/week, Monday through Friday 10:00 a.m.-1:00 p.m.
- Answers telephone calls in a professional and courteous manner and provides information/assistance or transfers caller to appropriate department/staff member.
- Assists residents with Township's Senior & Disabled Transportation program by registering residents for the program, accepting reservations and providing pick-up times on a daily basis.
- Has knowledge of Township's Taxi and TRIP transportation programs and assists residents with each as required
- Greets and welcomes Township visitors and either directs them to the appropriate location/individual, or assists them, as follows:
 - ✓ Provides them with appropriate forms to be completed to request a handicapped parking placard;
 - Reviews handicap applications for completeness, notes number of placards to be issued thereon, hole punches placard with expiration date and user's gender (if required), and provides it to applicant;
 - ✓ Reviews required identification and completes Cook County online voter registration, issues oath, and prints a copy of the registration form for the visitor;
 - ✓ Provides mail-in ballots/forms to visitors that come into the Township offices to request these items;
 - ✓ Sells State of Illinois Department of Natural Resources fishing and hunting licenses;
 - ✓ Notarizes documents.
 - ✓ Provides visitors with appropriate form(s) to be completed to file a Freedom of Information Act request, notes exact date and time of receipt, and provides completed form to Administrator or Assistant to the Administrator for fulfillment.
- Is knowledgeable with Sewer program billing and receipts and is cross-trained to be a back-up for this program
- Opens, date stamps, sorts, and distributes mail, on a rotating basis with other Administrative Assistant(s).

- Records accurate and complete phone or visitor messages, when necessary, and delivers to appropriate individual/department.
- Accepts deliveries from commercial carriers, vendors or visitors and removes packing list to check-in delivery to ensure that items appearing on the packing list were received and if not received then shortages to be noted prior to forwarding the packing list to the Finance Director for matching with future invoice(s) in order to pay the proper amount.
- Operates the copier and postage machines as requested/needed and replenishes toner, paper and other needed supplies when running low.
- Establishes and maintains permanent files (digital and hard copies) files alphabetically in an orderly fashion so can easily be retrieved when needed; as requested or needed.
- Assists and prepares/distributes documents at Annual Town Meeting and other meetings, as needed. Attends Annual Town Meeting to register meeting participants.
- Coordinates Board travel, registration, etc. for attendance at Township organizations' dinners and conferences, as requested.
- Assists with scheduling usage for Township Conference Room, Passport Room and Town Hall
- Completes any other job assignment that may be deemed necessary or appropriate to fulfill the mission of the Township Board.

Knowledge, Skills and Abilities

- Knowledge of current office procedures and methods, including telephone communications, office systems, and record keeping.
- Knowledge of currently used business communication, including email, text and social media (Facebook, Twitter, LinkedIn).
- Proficiency in the use of personal computers and Microsoft products, as well as e-mail and the Internet.
- Excellent communications and interpersonal skills to deal effectively and efficiently with visitors to the Township offices.
- Complete fluency in the English language, both verbal and written.
- Good interpersonal skills and the ability to interact with other employees from all levels within the Township.
- Ability to multi-task.

Credentials and Experience

- High School Diploma and related working experience.

Special Requirements

- Ability to work a flexible schedule and fill in on a full-time basis for vacations and employee absences in Administrative Department.

Work Environment

- Elk Grove Township operates as a professional work environment. Individual employees are expected to act, dress, and respond to the public in a controlled, professional manner.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.