



## City of Galesburg

Operating Under Council – Manager Government Since 1957

### NOTICE OF POSITION VACANCY

The City of Galesburg seeks interested applicants to fill a part-time Administrative Assistant position in the Department of Administration. This is a part-time position that will be paid \$15.00 per hour (Pay Range 5T). This position will work an average of 20 hours per week, however, there may be additional hours during staff leave of absences.

#### DUTIES OF THE POSITION

The Administrative Assistant is responsible for providing administrative support to the Administration Department, including a variety of clerical work, scheduling, data entry, and filing. Screens visitors and phone calls for the City Manager & the Mayor. Provides information and assistance to the general public by phone, email and in person. This also includes resolving problems and/or making proper referrals to other City officials as required. Assists with the implementation of the administrative court system, including data entry, creation of documents and reports, scanning, mailing, and filing. Processing of mail and invoices, and other duties as assigned.

#### MINIMUM QUALIFICATIONS AND DESIRABLE EXPERIENCE

- High School Diploma or equivalent (GED), with course work in typing, word processing and spreadsheet software applications.
- Six months experience in general clerical work desirable.
- Working knowledge of computers, including training in or experience using Microsoft Windows XP, Word, and Excel.
- Requires a working knowledge of business English, spelling and mathematics.
- Ability to develop and maintain collaborative working relationships with all levels of staff, management, boards/committees, elected officials, and general public while maintaining a high level of social awareness for professional engagement.
- To communicate effectively through strong written and verbal skills.
- Ability to maintain confidentiality.

The Department of Administration will consider all applicants who qualify for the position, and may interview selected candidates.

To apply, all applicants must complete and submit an electronic application for employment through the City's website at: [http://www.ci.galesburg.il.us/city\\_initiatives/human\\_resources/](http://www.ci.galesburg.il.us/city_initiatives/human_resources/)

To receive consideration for this vacancy, applicants are encouraged to apply immediately. Due to the expected large number of applications, this posting may be removed at any time.