



## **Part-time Secretary/Deputy Clerk City of Sycamore**

The City of Sycamore is seeking a part-time secretary/deputy clerk. This position reports to the City Clerk. This position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

The position of part-time secretary/deputy clerk is responsible for providing support for the City Clerk and City Departments as needed.

Minimum qualifications required:

### **Education:**

- High School graduation or equivalent is required.

This is non-exempt, AFSCME Local 3957, part-time position that requires a 25 hour workweek. The starting hourly salary is \$17.08. Candidates must meet the 20-mile residency requirement.

Please visit our website to view the full job description at [www.cityofsycamore.com](http://www.cityofsycamore.com). All interested individuals should submit an application directly to the Human Resources Department. Position will remain open until filled. Any questions or inquiries can should be directed to Human Resources Director, Maggie Peck at 815-895-0786 or [mpeck@cityofsycamore.com](mailto:mpeck@cityofsycamore.com).

**The City of Sycamore is an Equal Opportunity Employer**

**CITY OF SYCAMORE  
JOB DESCRIPTION**

**DATE APPROVED:**           **January 2018**

**POSITION TITLE:**       **Part-time Secretary/Deputy Clerk**

**GROUP:**                   **City Clerk's Office**

**REPORTS TO:**           **City Clerk**

**FLSA STATUS:**           **Non-Exempt; represented by AFSCME Local 3957**

**JOB SUMMARY**

The position of part-time Secretary/Deputy Clerk provides support to the City Clerk's office, performs secretarial and clerical tasks, provides support services to other City Departments as needed, and other duties as assigned. Extensive contact with other City employees and the general public is required.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1. City Clerk's Office (Five hours per day)**
- Attest to and affix the seal in the Clerk's absence.
  - Attend City Council meetings in the Clerk's absence as well as any other meetings that require the Clerk's presence.
  - Proofread minutes.
  - Assist with the copying, collating, and distribution of City Council, Plan Commission, and Zoning Board of Appeals meeting packets.
  - Receive, enter, and process over-the-counter receipts for miscellaneous payments from the public such as license fees, permit fees, and fines.
  - Prepare yearly license renewal reminders.
  - Inventory and order supplies.
  - Periodically take on special projects assigned by the City Clerk.
  - Prepare and distribute annual renewal applications for licenses.
  - Prepare raffle permits, street closings, and other licenses as required.
  - Telephone and counter reception including providing basic information about the City to the general public.
  - Ordinance violation payment processing.
  - UDO update.
  - Municipal Code updates.
  - Maintain dog tag database and oversee annual mailing.
  - Perform miscellaneous correspondence.
  - Assist the City Clerk with the filing of petitions of nomination.
  - Sort mail.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Knowledge of local government and the Council/Manager form of government.
- Advanced knowledge of office terminology and procedures.

- Knowledge of general office equipment, including the personal computer, copy machine, adding machine, FAX machine, and typewriter.
- Knowledge of public relations and business communications, including telephone etiquette and customer service.
- Extensive knowledge of data/word processing applications.
- Superior grammar, communication and interpersonal skills.
- Exceptional written and oral communication and interpersonal skills.
- Organizational skills regarding time management and confidential files and records
- Ability to establish and maintain effective working relationships with those contacted in the course of the work.
- Ability to maintain professional composure and take action when confronted with difficult situations.
- Ability to maintain confidentiality, communicate effectively, and solve problems expeditiously.
- Ability to work as a team player and take the initiative to develop programs.
- Ability to work under supervision and independently.
- Ability to learn and to observe a project and know what needs to be done.
- Ability to accurately complete basic arithmetic computations.
- Ability to maintain complex clerical records and prepare reports for such records.
- Ability to work twenty-five hours per week.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education**

- High school diploma or equivalent required, supplemented with additional office management course work.
- Associate's Degree from an accredited college or university in related field preferred.

#### **Experience**

- Two years of data entry or clerical work is required.
- Professional experience in a secretarial position preferred.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS**

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, talk or hear in person and by telephone, use hands and fingers to feel or operate standard office equipment, and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments. The employee is regularly required to use written and oral communication skills, analyze and solve problems, observe and interpret people and situations, learn and apply new information and skills, perform detailed work on multiple concurrent tasks, work under intensive deadlines, and interact with staff and others encountered in the course of work.

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous substances. Employee may interact with upset staff and/or public and private representatives in the course of work.