

Job Posting

Village of Alsip Clerk's Office Full Time Position Available

JOB TITLE: Full Time -Deputy Collector

BASIC POSITION FUNCTION: Customer service, cash handling, data entry, switchboard, correspondence, miscellaneous clerical, filing.

DUTIES AND RESPONSIBILITIES:

- Customer assistance.
- Collection and receipting of payments.
- Computerized data entry.
- Account balancing and deposit preparation.
- Answering switchboard and directing calls.
- Answering telephone inquiries.
- Interdepartmental assistance.
- Sort and distribute mail.
- Filing
- Miscellaneous clerical.
- Voter registration
- Notary
- Agenda preparation and distribution.
- FOIA log in and correspondence.
- Knowledge of the Alsip Municipal Code.

QUALIFICATIONS:

- Available to work occasional evening and some Saturdays.
- High School graduate.
- Ability to assist customers in a courteous, friendly and timely manner.
- Excellent verbal and written communication skills.
- Detail oriented with ability to multi –task.
- Member of or willing to join AFSCME (American Federation of State, County, and Municipal Employees) union.
- Working knowledge of Microsoft Word and Excel programs.
- Previous experience with the Laserfiche program desirable.

BENEFITS:

- Medical/Dental/ Vision benefits.
- Illinois Municipal Retirement Fund.
- Vacation, personal leave, sick time and designated holidays.
- Salary commensurate with union requirements.

Submit applications to the Clerk's Office no later than November 7, 2013. Attach resume if available. No phone inquiries.