



Part-time Village Office Assistant

Department: Village Hall Office	Work Location: 7000 W 46 th Street	Date of Last Revision:
Reports to: Village Administrator	Supervises: NA	Licenses/Certificates: NA
FLSA Status: Non Exempt	Pay Classification: Per Ordinance	Hours Per Week: 15-24

A Part-Time Office Assistant provides administrative, clerical, and organizational support to ensure smooth office operations. Under general supervision, performs a variety of office duties related to the organization, maintenance, retrieval, and disposition of physical and electronic records. Ensures records are accurately labeled, securely stored, and readily accessible. Maintains confidentiality in handling sensitive information; follows established retention schedules; assists with archiving and secure destruction of records; and performs related duties as assigned.

Key Responsibilities

Part-Time Office Assistants perform a variety of tasks to support daily office functions, which may include

- Answering phone calls, responding to emails, and greeting visitors
- Organizing and maintaining files, databases, and records
- Scheduling meetings, appointments, and coordinating calendars for staff or management .
- Preparing documents, reports, presentations, and spreadsheets
- Assisting with project coordination, event planning, and office logistics
- Performing clerical duties such as data entry, photocopying, scanning, and order entry
- Public Communications and Public Event Support

Required Skills and Qualifications

- High school diploma or GED; an associate's degree in Business Administration, or office management is preferred
- Strong organizational and time-management skills to handle multiple tasks efficiently .
- Excellent communication and interpersonal skills for interacting with staff, clients, and vendors .

- Proficiency in office software, such as Microsoft Office Suite, and familiarity with databases or accounting software like QuickBooks
- Ability to work independently, prioritize tasks, and maintain attention to detail in a fast-paced environment

Work Environment

- Typically, office-based, with occasional off-site meetings or events
- Part-time hours will average 15 – 24 hours per week .
- Reporting to the Village Administrator.

SUPERVISION RECEIVED AND EXERCISED

- Receives direct supervision from the Village Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative and not exhaustive:

Records and Compliance

- File, index, scan, and retrieve physical and electronic records.
- Maintain records in compliance with the Local Records Act and adopted retention schedules.
- Assist with records archiving and authorized destruction.
- Ensure proper labeling, organization, and secure storage of records.
- Maintain confidentiality of official records, including closed session materials.

Public Service and Communication

- Greet and assist residents, visitors, and staff in person, by telephone, and electronically.
- Respond to routine inquiries or refer requests to appropriate departments.
- Prepare routine correspondence, notices, and mailings.
- Contact outside agencies to obtain or provide information as directed.

Public Relations

- Performs regular website updates
- Creates flyers for Village events and notices
- Updates Village social media

4. Event Support

- Assists with Village Picnic
- Organizes annual Pet Parade
- Organizes new business ribbon cuttings
- Organizes major construction ground breakings
- Organizes Annual Veteran's Day Event

- Organizes outreach events for the Village President and Administrator

5. Office Support

- Receive, sort, and distribute incoming and outgoing correspondence.
- Order, receive, and organize office supplies and materials.
- Perform related clerical duties as required.

Other Important Responsibilities and Duties

- Contact the public and outside agencies in acquiring and providing information and making referrals.
- Order, receive and organize office materials and supplies.
- Receive, sort and distribute incoming and outgoing correspondence.
- Perform related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Modern office practices and procedures.
- Microsoft Office 365 applications including Word, Excel, Outlook, PowerPoint, Publisher, Laserfiche, CivicPlus and Adobe Acrobat.
- Social media platform
- Basic principles of records management and retention.

Ability to:

- Provide professional and responsive customer service to internal and external customers.
- Interpret and apply departmental policies and procedures.
- Learn and apply federal, state, and local requirements related to records management and confidentiality.
- Perform detailed clerical work with accuracy and consistency.
- Maintain organized filing systems, both physical and electronic.
- Enter and maintain data accurately.
- Operate standard office equipment.
- Communicate clearly and effectively, orally and in writing.
- Establish and maintain effective working relationships.
- Work independently within established guidelines.
- Maintain regular and predictable attendance.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required.
- One (1) year of clerical, records management, or general office experience preferred. Experience in a municipal environment is desirable.
- An equivalent combination of education and experience may be considered.

PHYSICAL DEMAND

- Work is performed primarily in an office environment. Duties require extended periods of sitting, standing, and computer use. The position requires the ability to move, lift, and shift file boxes and stored materials weighing up to 25 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

Work occurs in a standard office setting with frequent public interaction. Occasional access to onsite or off-site storage facilities may be required.