

POSITION: Part-Time Cashier/Receptionist – Administration Department

SALARY: \$10 per hour depending on qualifications.

APPLY BY: Friday, November 17, 2017. To apply download an application or apply online [www.broadview-il.gov](http://www.broadview-il.gov).

Position is open until filled. If you have any questions please contact LeTisa Jones, Village Administrator, [ljones@broadview-il.gov](mailto:ljones@broadview-il.gov)

JOB SUMMARY: The Village of Broadview Administration Department is seeking candidates for a part-time position in the Administration Department.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO: Part-time position performs routine collecting, counting and reconciling money received from daily cash receivables. Performs data entry into accounting software and reporting. Completes office duties such as typing, copying, filing, mailing inter-office and certified mail. Answers incoming calls and assists visitors. Receive payments for various Village services, such as water bills, vehicle stickers, animal licenses, parking permits, traffic tickets and more. Equipment used includes, but is not limited to, personal computer with a Windows operating system, Microsoft Office, printer, copy machine, fax machine and calculator.

The hours for this position varies Monday – Friday.

SELECTION: Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.