



**TRUSTEES**

JUDY ABRAHAM

SHEILA ARMOUR

PATRICIA CHAO-MALAVE

JUDY MILLER

ANDREA SENIOR

JARRY SHELBY

# Village of Broadview

## *Municipal Building*

2350 South 25th Avenue • Broadview, Illinois 60155-3800

1-708-681-3600 • FAX 1-708-681-2018

**KATRINA R. THOMPSON, President (Mayor)**

**VILLAGE CLERK**  
KEVIN MCGRIER

**VILLAGE ADMINISTRATOR**  
LETISA JONES

**FINANCE**  
THOMAS HOOD, CPA

**TREASURER**  
SOUTH CENTRAL  
CAPITAL GROUP, LLC

**VILLAGE ATTORNEYS**  
DEL GALDO LAW  
GROUP, LLC

**POSITION:** Part-Time Cashier/Receptionist – Administration Department

**SALARY:** \$15 per hour including three (3) Personal Days.

**APPLY BY:** downloading an application from our Village website: [www.broadview-il.gov](http://www.broadview-il.gov). Submit completed application to LeTisa Jones, Village Administrator at [ljones@broadview-il.gov](mailto:ljones@broadview-il.gov). Position is open until filled.

**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, interviews, background check and qualifying pre-employment drug screen.