



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

TREASURER

SOUTH CENTRAL
CAPITALGROUP, LLC

VILLAGE ATTORNEYS

DEL GALDO LAW
GROUP, LLC

POSITION: Administrative Assistant to the Fire Chief

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

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO: Full-time position will assist the Fire Chief with typing, filing, data entry, answering phones, developing and preparing reports, forms and documents required for the fire systems. Also referring calls to the appropriate offices, completing correspondences, scheduling appointments, assisting visitors and maintaining day to day calendar.

Performs other clerical duties to include, but not limited to; being proficient with office computer, e-mails, photocopying, maintaining records, compiling data from available sources in order to complete daily, monthly and yearly Department reports, maintaining supplies, receiving invoices and being familiar with accounts receivable process. Must have payroll and medical billing experience.

SALARY: \$49,000 per year including medical, dental and vision insurance; two (2) weeks' vacation, three (3) Personal Days and eleven (11) Paid Holidays; and Illinois Municipal Retirement Plan (IMRF) participation.

Hours: Monday – Friday 8:30 am – 4:30 pm

SELECTION: Candidate screening process may consist of an application review, 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.

APPLY BY: downloading an application from our Village website: www.broadview-il.gov. Submit a resume and application to Letisa Jones, Village Administrator, ljones@broadview-il.gov. Deadline for submitting resume and application is February 2, 2024.