



CITY OF EVANSTON
AN EQUAL OPPORTUNITY EMPLOYER



JOB OPPORTUNITY
FOR ALL QUALIFIED INDIVIDUALS

Posting Date: April 24, 2008

Closing Date: May 16, 2008

**Applications received after the closing date will be considered if the position is not filled.*

Clerk Typist II
Levy Senior Center – Department of Parks/Forestry & Recreation
\$34,515 - \$42,101/year

NATURE OF WORK

Under the administrative direction of the Levy Senior Center Manager this position provides clerical support for the staff, programs, and activities associated with the Levy Center and other senior programs of the community which includes, but is not limited to: general typing, filing of records and reports, answering the telephone, maintaining lists, processing program registrations, preparing all deposits, preparing payroll, processing scholarship requests, ordering and maintaining office supplies and equipment, supervising volunteers.

ESSENTIAL FUNCTIONS OF WORK (Specific assignment will include some or all of the following):

- Processes program registrations received in person, by telephone or through the mail, entering them into the computer system for various Levy Senior Center and Recreation programs.
- Prepare, issues, and sends out receipts, invoices, statements, etc. as required of requested.
- Types reports, business correspondence, application forms, newsletters, and various other general materials.
- Files records and reports, posts information to records as it is received, and sorts and distributes incoming mail.
- Maintains mailing lists through the computer via data entry into divisional database.
- Answers the telephone, providing routine information to callers as necessary.
- Orders and maintains office supplies and equipment, prepares equipment and supply requisitions as necessary.
- Prepares and reconciles RecTrac deposits for bank deposit by the armored express pick-up service.
- Prepares payroll by compiling and calculating hours and entering them into the computer for management approval.
- Processes and maintains scholarship program requests.
- May provide training to individual volunteers or part-time office employees regarding office procedures.
- Assists with the processing of other senior program services for residents which may include Taxi Cab coupons and RTA passes, etc.
- May provide assistance for, but not limited to, newsletter and Board Packet preparation.
- Perform other duties as assigned and/or required.

MINIMUM REQUIREMENTS OF WORK

- Possession of a High School Diploma; some college course work preferred; and at least two years of progressively responsible secretarial experience; or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.
- Considerable knowledge of and ability to use word processing software, email, and Windows operating systems; Word/Excel/Outlook.
- Excellent customer service background and skill set.
- Excellent oral, written and interpersonal communication skills in dealing with individuals and groups at all levels.
- Self motivated, disciplined, organized, and reliable.
- Innovative, creative, resourceful and independent thinking.
- Ability to establish and maintain effective working relationships with a diverse group of individuals and staff throughout the City and outside of the organization.
- Ability to read, understand and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, financial reports, and legal documents.
- Demonstrate thorough knowledge of modern office practices and procedures and the use of modern office machines and equipment, including proficiency with Microsoft Office Windows packages including Outlook.
- Working knowledge of business English, spelling, punctuation, as well as bookkeeping theories, and practices including office procedures as essential.

PHYSICAL REQUIREMENTS OF WORK:

The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 10 pounds. The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

The employee is subject to inside environmental conditions: protection from weather conditions, but not necessarily from indoor temperature changes.

There are no environmental hazards associated with this classification.

SUPERVISION:

Under the direction of the Levy Senior Center Manager, or other supervisory staff, this position is responsible for preparing correspondence and materials to include fiscal information; scheduling appointments, providing routine or general information to residents and/or incoming inquiries, establish and maintain administrative, confidential and personnel records, operating office equipment, and special assignments as directed by Levy Senior Center Manager. Performance is reviewed through observation, completion of projects, status report's, conferences and meetings. Guidance is provided through the City Code, departmental polices, City operating practices and procedures, and other resources as applicable to the specific project assigned. Work is evaluated at least annually with respect to problem-solving ability, customer service, research and analytical skill, written and verbal communication skills, and performance in accordance with this classification standard.

PUBLIC CONTACT:

The employee has regular and frequent contact with department and division employees and other City employees; regular contact with individual citizens and groups, elected officials.

SELECTION METHOD:

Structured Oral Interview
Qualifications Assessment

TYPE OF ELIGIBLE LIST:

2 Years

LIFE OF ELIGIBLE LIST:

Category Group

To apply for this position, please submit a cover letter and resume or a completed Employment Application form to Human Resources on or before the closing date.

Send to: ***City of Evanston
Department of Human Resources
2100 Ridge Avenue
Evanston, IL 60201-2798***

Chosen candidates will be subject to a qualifying pre-employment medical examination and drug/alcohol screen.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).