

Village of Round Lake Beach, Part-Time Customer Service Clerk

The Village of Round Lake Beach is accepting applications for a part-time Clerk I position. Essential functions of the position include;

- Answering phones courteously and promptly and directing calls
- General office assistance: filing, typing, photocopying, faxing, etc.
- Customer service contact at the front counter
- Cash handling and cashiering
- Bi-lingual skills; fluent in speaking and understanding Spanish language

Qualified candidates will have a high school education or G.E.D and 1 year general office or customer service experience. Candidate must possess strong cash handling skills, organizational skills, customer service skills, computer literacy and accurate typing skills. This position is in a typical office environment and involves light physical work, exerting up to 20lbs. of force occasionally and/or up to 10 lbs of force frequently.

Work hours are flexible up to 20 hours a week, but must include mid-day shifts from 11am – 3pm, and Saturday shifts from 9am – 12pm. Starting salary is \$13.59 per hour and candidates must pass a pre-employment background check including drug and alcohol screening. Position is a member of the American Federation of State, County and Municipal Employees (AFSCME) union. The Village of Round Lake Beach is an equal opportunity employer.

Interested candidates can apply in person M-F 8:30am to 4:30 pm at the Round Lake Beach Village Hall, 1937 N. Municipal Way, Round Lake Beach, IL 60073.