



## Parks & Recreation Administrative Assistant

POSTED ON NOVEMBER 20, 2024, AND WILL REMAIN OPEN UNTIL FILLED.

### **Overview:**

The Village of Antioch is a community of approximately 15,000 people and is located on the Illinois-Wisconsin border halfway between Milwaukee and Chicago at the northwest corner of Lake County.

The Village of Antioch is seeking a qualified, and team-oriented applicant for the position of Administrative Assistant in the Parks Department. The lists of responsibilities listed below are not all inclusive. The role may transition to an expanded Administrative Assistant role, with a potential relocation to the Village Hall in the near future.

- **Performs routine clerical, administrative and customer service duties**
- **Answers incoming calls and reroutes as necessary**
- **Schedules park pavilion and pool rentals**
- **Cashier responsibilities related to processing transactions, balancing cash drawer daily**
- **Distribute mail and manage postage machine**
- **Ordering office supplies**
- **Processing program registrations.**
- **Assist with Parks programs and events**
- **Establish and maintain files**
- **Other administrative duties as assigned**

Qualified applicants will develop and maintain a positive community image, provide exceptional guest services, and maintain safe working conditions. Knowledge of community events and festivals, principles and methods of office management and standard office procedures is required. *A full position description is available upon request.*

### **Qualifications:**

High school diploma or GED Equivalent required. Minimum one (1) year of schooling including secretarial courses and work-related experience required. Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities necessary to perform the essential job functions of this position.

### **Salary & Benefits:**

The minimum hourly range is \$19.88 dependent on qualifications, and an excellent benefits package is available.

### **How to Apply:**

Interested applicants should submit a completed application (available on our website); cover letter, resume and three work-related references to:

Village of Antioch  
**Attn: Lori Romine, Human Resources**  
874 Main St  
Antioch, IL 60002  
Or email to:  
[lromine@antioch.il.gov](mailto:lromine@antioch.il.gov)

### **Equal Opportunity Employer:**

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.