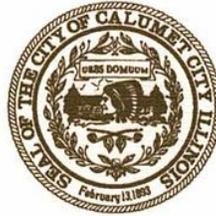


# CALUMET CITY CLERK'S OFFICE

**Thaddeus M. Jones**  
*Mayor, City of Calumet City*



**Deston Dorchack**  
*Personnel Director*

**Deanne Jaffrey**  
*Chief of Staff & City Administrator*

## **OPEN POSITION PART TIME BUSINESS LICENSE PROCESSOR CITY CLERK'S OFFICE**

### **JOB SUMMARY**

This position is responsible for performing routine cashier and clerical functions related to the day-to-day functions of the City Clerk's office. In particular, this position will focus on the business license for City businesses: printing and reviewing all incoming Business license applications as well as all incoming applicable documentations; creating file folders for all business license applications; preparing all applications for review and approval for Building & Zoning, the Mayor, and the Chair of Licensing; inputting data to the business license spreadsheet, as well monitoring the spreadsheet; creating reports for the Mayor and the Chair of business licenses. The position requires extensive contact with the public and the handling of various cash transactions.

### **APPLICANT QUALIFICATIONS**

- Ability to learn specialized software quickly and efficiently
- Enhanced communication, organizational and interpersonal skills
- Self-motivated, reliable, sensitive to issues of confidentiality, detail oriented and flexible
- Must be proficient with computers; including Microsoft Office: Excel, Word and Outlook
- Enhanced cashiering experience
- Knowledge in bookkeeping, data entry and basic filing
- Must have experience working with the public
- Must have the ability to establish and maintain effective working relationships
- Be available to work flexible hours occasionally
- Be willing to learn and follow directives
- Must have initiative to work independently while simultaneously maintaining a team focus
- Perform any other job related duties required by the Clerk's Office

Anyone interested in the posting, please contact **Deston Dorchack** at [ddorchack@calumetcity.org](mailto:ddorchack@calumetcity.org) or **Deanne Jaffrey** at [djaffrey@calumetcity.org](mailto:djaffrey@calumetcity.org).