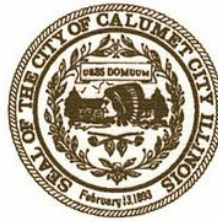


CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION CLERK – DEPARTMENT OF INSPECTIONAL SERVICES

JOB SUMMARY

The Department of Inspectional Services Clerk will perform advanced-level clerical work using a variety of skills, methods, and procedures including, but not limited to: drafting and maintaining complete and complex departmental records; maintaining files and filing systems in accordance with departmental policies and procedures; identifying, reviewing, and filing various types of materials; conducting research related to materials as needed; transferring information from reports, files, and other documents into code sheets, ledgers, journals, computers and other recordkeeping systems; issuing contractor registrations, building permits and real estate transfer stamps; filling in other legal or professional documents in accordance with organizational needs; calculating, preparing, issuing, and/or submitting bills, invoices, and other payment records for billable documents or services; performing other clerical tasks as needed, which may include management of mail, management of office supplies, operation of office equipment, and typing.

APPLICANT QUALIFICATIONS

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to create and maintain complex, files and written documents
- Thorough understanding of office practices and procedures
- Knowledge of or ability to quickly learn any applicable departmental or organizational rules and regulations
- Ability to type at least 30 WPM
- Proficient with Microsoft Office Suite or related software
- One to Three years of experience in a related field required
- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 25 pounds at times
- High School Diploma or equivalent required; Bachelor's degree preferred
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.