

# 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 COLLECTION CASHIER 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. Assist customers and answer questions from the public with a professional demeanor; answer the telephone and direct calls to the appropriate staff; greet clients and visitors, ascertain the purpose of their visit and direct them to the appropriate staff or location; perform general clerical duties: data entry, filing systems, storing records; collect fees: water bills, business licenses fees, citation fees, vehicle sticker fees; send out massive mailings: billing, court hearings and violations; register voters over the Internet and oversee election information. This position is responsible for receiving payments for fees and license applications. It 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).