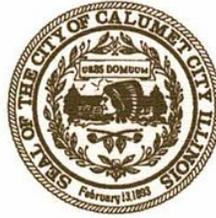


CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION ESDA SECRETARY

JOB SUMMARY

This position is responsible for secretarial duties of a confidential nature including typing, shorthand, scheduling appointments and coordinating activities of the Emergency Services & Disaster Agency. The ESDA is tasked to educate, prepare for and assist in the mitigation of a recovery from emergency situations, whether naturally occurring or man-made, within the City of Calumet City and beyond. We are prepared and trained to provide these services anywhere, anytime and under any conditions, without hesitation or regard for personal hardship. Duties of the Secretary include, but are not limited to, answering phone calls and redirect them when necessary; arranging new meetings and appointments; preparing correspondence, memos and forms; scanning and organizing files; checking the levels of office supplies and placing appropriate orders. The secretary must be comfortable speaking with residents face to face, fielding incoming calls and assisting in a professional manner and interacting with other departments within the City.

APPLICANT QUALIFICATIONS

- Experience with Microsoft Office
- Knowledge of Accounting preferred
- Excellent written and verbal communication skills
- 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.