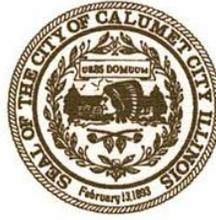


# CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



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

**Deston Dorchack**  
*Personnel Director*

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

## OPEN POSITION FINANCE SECRETARY

### JOB SUMMARY

This position is responsible for secretarial duties of a confidential nature including typing, shorthand, scheduling appointments and coordinating activities of the Finance Department. The Finance Department handles the City's financial reports, budgets, expense and payroll and this position will be required to provide support to the department. 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; and making travel arrangements. 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](mailto:ddorchack@calumetcity.org) or **Deanne Jaffrey** at [djaffrey@calumetcity.org](mailto:djaffrey@calumetcity.org).