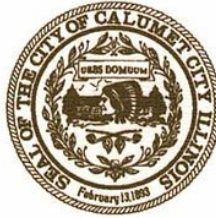


CALUMET CITY CLERK'S OFFICE



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION PART TIME SOCIAL MEDIA CLERK CITY CLERK'S OFFICE

JOB SUMMARY

This position is responsible handling all aspects of social media for the Office of the City Clerk. In particular, this position will focus on creating flyers to post for all holidays, inserts for water billing, and messages for water billing bills. This position will also assist in preparing Reports for the Mayor and the Chair of Business licenses. Aside from the social media aspect of the position, this clerk may be required to fulfill other duties assigned to the clerks of this office which may include: assisting customers and answering questions from the public with a professional demeanor; answering the telephone and directing calls to the appropriate staff; greeting clients and visitors, ascertain the purpose of their visit and direct them to the appropriate staff or location; performing general clerical duties: data entry, filing systems, storing records; collecting fees: water bills, business licenses fees, citation fees, vehicle sticker fees; and sending out massive mailings: billing, court hearings and violations;

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 or **Deanne Jaffrey** at djaffrey@calumetcity.org.