



VILLAGE OF TINLEY PARK - EMPLOYMENT OPPORTUNITY

The Village of Tinley Park is an Equal Opportunity Employer and a Drug Free workplace.

COMMISSION SECRETARY Part-Time Afternoon-Evening

Posted: 01/22/2020

Closing Date: Until Filled

The Village of Tinley Park currently seeks a part-time **Commission Secretary** for evening/variable hours for the Village Clerk's Office, **for assigned Committee(s)**. Meetings are held in the evening, at assigned meetings each week, with special meetings determined by the assigned committee/commission. The incumbent should anticipate scheduled hours typically one evening per week, with additional hours as needed. **Must be able to reliably attend and prepare for meetings with ability to arrive at 5:30 pm as assigned, and submit properly completed work in timely manner.** Additional worked hours other than assigned committee meeting may be required. Maximum of 19 hours per week.

The Commission Secretary is responsible for varied clerical work that requires proficiency in typing and computer use and exercise of judgment in application of prescribed procedures and methods to routine matters. Depending upon the nature of the assignment, the work may be done under close or general supervision. Some public contact may be involved. Additional responsibilities include: prepare accurate minutes from meetings, respond to general inquiries, create/type agendas and packets, draft communications, understand processes determined by the rules/regulations as pertaining to the assigned committee(s), and perform other duties as assigned or as may be required. This position works under the direction of the Deputy Clerk in conjunction with the Commission Chairperson and Staff Liaison.

Minimum Qualifications

- Graduation from high school, GED Equivalency, or college (copy of diploma or GED certificate required).
- Training in proficient clerical skills including typing, minute-taking, transcribing, and Microsoft Word.
- Experience in a responsible administrative or secretarial position.
- Preferred 1-3 years of experience in a business, legal or municipal environment/office.
- Preferred: Knowledge of Robert's Rules of Order and Open Meetings Act.
- Previous experience with Microsoft Excel and other MS Office products, and shorthand, preferred.
- Must successfully complete a criminal background investigation.
- Must possess the ability to read and write the English language.

Hourly Rate: \$17.78

Application Process: Interested candidates must complete a Village of Tinley Park Application for Employment obtained at www.tinleypark.org

Email application and resume to: humanresources@tinleypark.org

Applications also available in person at the Village Hall. **Interested applicants are highly encouraged to submit their completed application and resume/cover letter by 02/10/2020.** Via email is preferred, or can submit via mail or in person to Village Hall.

Address: Human Resources, Village of Tinley Park, 16250 South Oak Park Avenue, Tinley Park, IL 60477.