



**Position:** Administrative Assistant

**Status:** Full Time / Non-Exempt

**Reports to:** Township Supervisor

**Location:** 2323 S. 4th Street, DeKalb, IL 60115

**Office Hours:** Monday – Friday, 8:30 AM – 4:30 PM

### **Position Summary**

The Administrative Assistant will report to and support the Township Supervisor and office staff by managing daily administrative tasks. As the CEO of the Township and Chair of the Board of Trustees, the Supervisor oversees township operations, including public services, the General Assistance program, township finances, and cemetery management. This role requires strong organizational skills, attention to detail, and proficiency in Microsoft Office (Word, Excel, PowerPoint).

**Starting Pay: \$18.00 – \$22.00 per hour**

**Benefits: Full-time employees receive medical, dental, vision, and life insurance, paid time off (PTO), and participation in the Illinois Municipal Retirement Fund (IMRF).**

To apply, send your cover letter and resume to [Supervisor@dekalbtownship.org](mailto:Supervisor@dekalbtownship.org) with "Administrative Assistant" in the subject line.

**Application Deadline: February 28, 2025**

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### Essential Job Functions

- Serve as the first point of contact at the welcome desk, providing information to visitors.
- Manage the reception and public areas, and answer calls for the Supervisor and General Assistance Office.
- Schedule meetings, events, and maintain office calendars.
- Order and manage office supplies.
- Communicate with clients regarding appointments, services, applications, and community resources.
- Assist General Assistance department with file management and other assigned duties.
- Assist with duties related to township services and special events as needed.
- Perform administrative tasks, including copying, mail coordination, drafting correspondence, screening calls, and organizing files.
- Assist with project management and file organization.
- Prepare and edit documents using Microsoft Office.
- Generate and distribute internal reports.
- Maintain office equipment (phones, copiers, faxes) and service contracts.
- Uphold confidentiality in office operations and client interactions.
- Perform additional duties as assigned.

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### Required Skills & Qualifications

- Strong judgment, discretion, time management, and work ethic.
- Ability to work with diverse populations in a professional and inclusive manner.
- Excellent verbal and written communication skills with proper spelling, grammar, and punctuation.
- Ability to work independently and handle multiple tasks effectively.
- Strong research and problem-solving skills.
- Experience managing multiple projects in a fast-paced environment.
- Ability to maintain professional relationships with officials, staff, residents, and vendors.
- Adherence to confidentiality policies.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and ability to learn client management software.
- Bilingual applicants are strongly encouraged to apply.

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### Requirements

- U.S. work authorization.
- Valid Illinois driver's license.
- Associate degree (Bachelor's preferred) OR 2+ years of office administration experience.
- Experience with phone systems, data entry, and document proofreading.
- Availability for occasional evening and weekend work.

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### Physical & Environmental Demands

- Ability to sit, stand, walk, and use repetitive motions for extended periods.
- Light lifting (up to 25 lbs.) may be required.
- Possible operation of a motor vehicle.
- Primarily indoor work, with occasional outdoor exposure during special events.
- Low to moderate noise levels in the work environment.

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### Other Information

This job description outlines the general responsibilities and qualifications for the role but is not an exhaustive list of duties. Responsibilities may be modified as needed.