

Village of Lyons
Job Description
Village Office Assistant

Please turn in your resume to the Lyons Village Office (212 Water Street) during normal business hours, MWF 9a-3p. Or place in the drop box outside of the door. Resumes may be emailed to clerk@lyonsvillage.org with OFFICE ASSISTANT as the email Subject. This is a part time position of around 12 hours per week.

Position Summary: Performs a variety of administrative and financial clerical responsibilities in support of the effective and efficient operation of the Village Office.

Essential Duties and Responsibilities:

1. In a back-up role, provides coverage and performs basic operational duties of the Village Clerk and Village Treasurer during their absences (e.g., vacation, sick leave, etc.) and during periods of peak workload.
2. Assists in copying and assembling materials/packets for Village Council meetings, posting meeting notices, updating information (e.g., meeting minutes, etc.) on the Village's website, mail opening and distribution, assisting in maintaining logs/records and compiling information for Freedom of Information Act (FOIA) requests, filing and copying, data entry and report generation, and other general office work.
3. Assists in general phone reception and email communications as needed.
4. May provide recordkeeping and other general clerical support for the various committees as needed.
5. Assists in developing and mailing Village newsletters and other information.
6. Performs other related duties and responsibilities as assigned.

Essential Knowledge, Skills and Abilities

- Possession of a high school diploma or equivalent required.
- One or more years of business/office experience.
- Knowledge and skills in using computer hardware and software systems, office equipment, office practices and procedures, record-keeping and various responsibilities related to this position.
- Good math skills, as well as skills in analyzing problems and developing recommended solutions.
- Ability to work additional hours during periods of peak workload, when needed.
- Ability to communicate and present information effectively, both orally and in writing.
- Ability to work efficiently and effectively, using good time-management skills.
- Ability to establish effective and positive working relationships as well as use good judgment, initiative and resourcefulness when interacting with the general public, Village Council members, and co-workers.

Wages and Benefits: In accordance with Village Personnel Policies and Annual Employee Compensation Plan/Work Schedules, as approved by the Village Council.

Direct Supervisor: Trustee/Office Supervisor

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