



VILLAGE OF DOLTON

Tiffany A. Henyard.....Mayor

Alison Key.....Village Clerk

TRUSTEES

Kiana L. Belcher
Jason House

Tammie Brown
Brittney Norwood

Andrew Holmes
Edward Steave

The Village of Dolton is seeking candidates to fill the position of administrative assistant to the Village Administrator.

This is a highly responsible professional position that requires a self-motivated, dependable, and creative individual who possesses a complete knowledge of administrative policies, an ability to exercise mature judgement, maintain confidentiality, prioritize multiple responsibilities simultaneously, self-organize, and perform work independently.

An applicant should have exceptional customer service skills, strong proficiency in computers/applications, and communication skills. Established ability to implement adopted policies to achieve sought outcomes and create procedures for various functions.

While working as a member of the Village's Management team, the position involves a variety of work including responsibility for maintaining compliance with applicable requirements for records, human resources, and insurance programs/claims. Provides secretarial/clerical and follow-up functions as directed by the Mayor and village administrator. Some involvement with Village elected officials and department heads is expected.

The successful applicant will interact with citizens to resolve requests or answer questions and assist with the creation of supporting documentation in various areas as they arise.

Starting salary will be dependent on qualifications within the salary range and also includes an excellent benefit package.

Five to 10 years of progressively responsible experience in a professional work environment is desired. Municipal experience in similar positions for five years or more a plus. An applicant must have strong administrative skills and be proficient in Microsoft Office products (Outlook, Word, Excel) and type at minimum 80 words per minute.

Interested candidates should email a detailed cover letter explaining interest in the position, completed employment application and resume to: Janice Johnson at jjohnson@voldolton.org.