

## **Employment Opportunity – Office Assistant (Part Time)**

Kendall County is seeking a detail-oriented, organized, and self-motivated individual for the position of Part Time Office Assistant in the Planning, Building and Zoning (PBZ) Department! Reporting directly to the PBZ Department Director/Zoning Administrator, the Office Assistant will be responsible for providing general administrative and clerical support to the PBZ Department. This part-time position's regular work hours will be Monday through Friday from 12:30 p.m. to 4:30 p.m. Attendance at some PBZ-related committee meetings may be required, and such meetings may occur outside of these regular work hours. Such meetings will average 1 night per week. Work hours will be flexed to cover any meetings the employee attends outside of regular work hours. Total hours of work will not exceed 20 hours.

### **Essential Functions:**

A successful candidate for this position must be able to perform essential job duties including, but not limited to:

- Performs various administrative duties including, but not limited to answering and directing telephone calls, data entry, filing, faxing, copying, and preparing/revising correspondence;
- Prepares agendas and minutes for various PBZ-related committees (e.g., PBZ Committee, Historic Preservation Commission, Comprehensive Land Plan and Ordinance Committee, Regional Planning Commission, and Zoning Board of Appeals), some of which occur after regular office hours;
- Updates and maintains inventory of codebooks, ordinances, maps, and documents in the PBZ Department;
- Reviews draft letters, reports, and other PBZ related documents for grammatical errors and clarity;
- Assists with the processing of Freedom of Information Act (FOIA) related requests;
- Researches different PBZ topics, as assigned, and provides PBZ related information to the public, as requested;
- Performs various bookkeeping and accounting functions for the PBZ Department;
- Handles confidential materials daily relating to all functions of the PBZ Department and maintains confidentiality of such information;
- Maintains regular attendance and punctuality; and
- Performs all other essential job duties set forth in the attached job description.

### **Minimum Qualifications:**

- A minimum of a high school diploma, general education degree (GED), or equivalent is required.
- A minimum of at least two (2) years of prior work experience in a service-oriented environment is required.
- A valid and current Illinois driver's license and reliable transportation is required.

### **Salary:**

- \$16.00 - \$18.00 per hour/ DOQ

**Work Schedule:**

- Part-time position
- Work hours are 12:30 p.m. to 4:30 p.m., Monday through Friday.
- Attendance at some PBZ-related committee meetings will be required outside of these regular work hours. Such meetings will average 1 night per week. Work hours will be flexed to cover any meetings the employee attends outside of regular work hours. Total hours of work will not exceed 20 hours.
- This position's office location is on-site at the Kendall County Office Building in Yorkville, Illinois.

**How to Apply:**

Interested candidates should please submit their resume, cover letter, and County Employment Application to Kendall County's Human Resources Department, 111 W. Fox Street, Yorkville, Illinois 60560; email: [HRDepartment@kendallcountyil.gov](mailto:HRDepartment@kendallcountyil.gov) telephone: (630) 381-9867.

Kendall County is an Equal Opportunity Employer. Consistent with the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act (IHRA), it is the policy of Kendall County to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Kendall County Human Resources Department at the address above.