

**VILLAGE OF HIGHLAND HILLS  
JOB POSTING**

**June 20, 2023**

**POSITION TITLE: Administrative Assistant**

**SALARY: \$10.10 - \$20.00**

**DEPARTMENT: Multiple Departments**

**FT/PT Status: Full-Time/Part-Time**

**REPORTS TO: Mayors Office**

**JOB SUMMARY:**

Under general supervision, assist with the clerical day-to-day operation of the Village to include filing paperwork, answering phones and computer knowledge.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Good organizational and communication skills. Ability to work well with others, as well as independently to complete daily tasks for a department. Knowledge of safe working practices. Ability to adapt to changing schedules or routines. Maintain employee confidentiality and morale.

**QUALIFICATION, TRAINING, AND EXPERIENCE:**

- High school diploma or general education degree (GED).
- Ability to learn multiple software (Accounting, Mayors Court, and Office 365) programs.
- Answers and transfers phone calls, screening when necessary.
- Welcomes and directs visitors and clients.
- Sign up community member and residents for events or services.
- Creates documents, memorandums, and reports as assigned.
- Establishing and maintaining relationships with new and existing vendors, the business community, and residents.
- Ability to add, subtract, multiply, divide and calculate decimals and percentages.
- Ability to operate a variety of automated office equipment including computers, printers, and telephones.
- Must be well organized, detail oriented and have the ability to maintain confidentiality.
- Perform other duties as assigned or directed.

**Posting dates: Open until filled.**

***The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.***