

HELP WANTED

SECRETARY/CLERK
DEPARTMENT OF PUBLIC HEALTH AND SAFETY

The Village of Forest Park, Illinois seeks FT dependable help in entry-level position.

Responsibilities include fielding telephone and in-person inquiries, preparation of reports, filing, typing and problem solving. Candidate must have the interpersonal skills required to interact with contractors and the general public. Strong communication and organization skills desired in addition to knowledge of word processing, spreadsheet and database computer applications. Must have the ability to organize, prioritize and work independently. High School diploma or equivalent required. Base salary \$25,000.00 plus excellent benefits.

Applications are available at the Clerk's Office in Village Hall, 517 DesPlaines Avenue, Forest Park, IL or online at www.forestpark.net.

EOE

Employer Information
Village of Forest Park
517 Desplaines Avenue
Forest Park, IL 60130
(708) 366-2323
www.forestpark.net