

**VILLAGE OF SKOKIE  
EMPLOYMENT OPPORTUNITIES**

Medical Insurance	Vacation & Sick Leave
Dental Insurance	Credit Union
IMRF Retirement Benefits	Deferred Compensation Plan
Social Security Retirement Benefits	Group Life Insurance

**Notice of Accepting Applications for the Position of:**

***Secretary (Full-Time)  
Corporation Counsel Office***

Salary  
Information:

The salary range for this position is \$52,204 - \$66,627. The annualized starting salary range is \$52,204 - \$57,555 (DOQ).

Brief Description  
of Duties:

Under general supervision of the Corporation Counsel, performs work of moderate difficulty in support of the Corporation Counsel and Assistant Corporation Counsel; Coordinates all administrative hearings, including Code enforcement citations, parking violations, red light violations, Police seizure and impoundment of vehicles, and any tickets/citations contested via mail; Prepares dockets and notifications prior to the hearings; Acts as the Clerk during the hearings; enters dispositions and coordinates follow-up scheduling after the hearings; Assists with the preparation of citations for the local Circuit Court; Prepares correspondence, responds to subpoenas and interacts with the public; Compiles data for reports, enters data into computer programs and creates reports; Performs various clerical and administrative duties including typing, filing, routine correspondence, answering telephones, maintaining records and providing information and assistance to the members of the Department and to the public. Performs other duties, as assigned.

Required  
Education,  
Training &  
Experience

A High School Diploma or equivalent is required; Minimum two years of clerical experience required; Experience in a legal office setting is highly beneficial; Must possess excellent written and verbal communication skills; Knowledge of English usage, spelling, grammar, punctuation, and ability to proofread is required; Demonstrated ability to prioritize objectives and effectively manage multiple projects in a fast-paced, dynamic office setting; The ability to foster and maintain positive work-related relationships with the public and co-workers is essential; Must be able to work independently, without specific instruction; Proficiency with Microsoft Word and Excel is required; working knowledge of Access is helpful, but not required

Application  
Process:

To be considered for this position, please submit a Letter of Interest and resumé, including three professional references, by Wednesday, October 5, 2022, to: Village of Skokie Human Resources Office, 5127 Oakton St., Skokie, IL 60077, or by email to [Human.Resources@skokie.org](mailto:Human.Resources@skokie.org). Faxes are not accepted. **EOE employer**

***Application Deadline: Wednesday, October 5, 2022***

Created: August 2022

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***JOB IDENTIFICATION***

Position Title: SECRETARY  
Salary Range: A 160  
FLSA: Non-Exempt  
Department: Corporation Counsel  
Division: N/A  
Reports to: Corporation Counsel  
Supervises: N/A

***JOB PURPOSE***

Under general supervision of the Corporation Counsel, performs work of moderate difficulty in support of the Corporation Counsel and Assistant Corporation Counsel, encompassing various clerical and administrative duties including typing, filing, routine correspondence, answering telephones, maintaining records and providing information and assistance to the members of the Department and to the public, as well as the coordination of the Village administrative hearing process.

***ESSENTIAL JOB FUNCTIONS***

- Coordinates all administrative hearings including Code enforcement citations, parking violations, red light violations, Police seizure and impoundment of vehicles, and any tickets/citations contested via mail
- Prepares dockets and notifications prior to the hearings; Acts as the Clerk during the hearings; enters dispositions and coordinates follow-up scheduling after the hearings
- Assists with the preparation of citations for the local Circuit Court
- Prepares correspondence, responds to subpoenas and interacts with the public
- Compiles data for reports, enters data into computer programs and creates reports

### ***OTHER RESPONSIBILITIES***

- Responds to inquires from the public in a courteous and professional manner
- Files documents, reports, and correspondence; manages files and purges files as appropriate
- Operates standard office equipment including computer, copier, facsimile machine, typewriter
- Performs other duties, as assigned

### ***KNOWLEDGE / SKILLS / ABILITIES***

- Must posses excellent written and verbal communication skills
- Knowledge of English usage, spelling, grammar, punctuation, and ability to proofread is required
- Demonstrated ability to prioritize objectives and effectively manage multiple projects in a fast-paced, dynamic office setting
- The ability to foster and maintain positive work-related relationships with the public and co-workers is essential
- Must be able to work independently, without specific instruction
- Proficiency with Microsoft Word and Excel is required; working knowledge of Access is helpful but not required

### ***EDUCATION / TRAINING / EXPERIENCE***

- A High School diploma or equivalent required; college degree preferred
- Minimum two years of clerical experience required; Experience in a legal office setting is highly beneficial

### ***OTHER NECESSARY REQUIREMENTS / LICENSES***

- None

### ***PHYSICAL AND ENVIRONMENTAL CONDITIONS***

The duties performed by this position are representative of sedentary to light work with frequent exertion of 10 pounds of force. The work is regularly in an indoor environment, in an office-type area, that is quiet except for office equipment background noises. May be subject

to frequent interruptions by telephone callers and walk-in visitors.

While performing the duties of this position, the employee is constantly required to sit, talk, listen, hear the normal range of sounds, read written reports, use hands to operate essential office equipment including computer/typewriter keyboard, telephone, etc. Visual acuity is important. The employee is frequently required to stand and periodically move to other locations within the building.