

The City of Genoa is seeking applicants for a part-time (18 hours per week) Assistant to the Administrative Offices at an hourly rate of \$15.50 – \$18.00 per hour to assist in the coordination of administrative functions related to budgeting, personnel, policy, and clerical duties, including:

- Copying, binding, scanning, etc.
- Conducting surveys and/or collecting information
- Creating and maintaining filing systems (both electronic and physical)
- Preparing correspondence
- Various other assignments and projects as needed

Requirements:

- Applicants must be proficient in Microsoft Office
- Applicants must be skilled in reporting, organization, and verbal and written communication
- Applicants must be able to work independently
- A High School Diploma or Equivalent is required
- Clerical experience is preferred

Please submit a cover letter and resume to the City Administrator by June 17, 2022 at:

City of Genoa

or

[aseguss@genoa-il.com](mailto:aseguss@genoa-il.com)

Attn: Alyssa Seguss

333 East First Street

Genoa, IL 60135