



KENDALL COUNTY
HEALTH DEPARTMENT
EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT

TEMPORARY PART-TIME NON-EXEMPT-YORKVILLE & MORRIS OFFICE

This is a temporary part-time (24 hours a week) position - employment will end November 30, 2018.

EDUCATION/EXPERIENCE/LICENSURE:

- ▶ Requires high school diploma or equivalent & two (2) years experience in a clerical position or a college certification in secretarial science or any combination of experience, education, or training which would provide the level of knowledge, skills & ability required.
- ▶ Valid Illinois Driver's License.

SKILLS/KNOWLEDGE/ABILITIES (MAY INCLUDE):

- ▶ Requires the ability to conduct Community Action programming, including, but are not limited to LIHEAP energy assistance, Weatherization, CSBG (Community Service Block Grant) programs & emergency preparedness.
- ▶ Requires the ability to display a positive, cooperative, professional, & team orientated attitude & the ability to establish & maintain working relationships with supervisor, co-workers, county, state & other officials & the general public.
- ▶ Requires the ability to explain existing laws, rules & regulations & to exercise good judgement in applying departmental policies to daily work problems.
- ▶ Requires proficiency to work in a Windows environment (i.e. social media, Microsoft Office, Outlook, Excel, etc.) & the ability to learn & work with a variety of software programs, including, but not limited to new computer-based, data management programs, as they emerge & become available.
- ▶ Requires the ability to acquire & maintain a thorough knowledge of the operating practices, programs, & grants of the Community Action Unit, knowledge of other unit programs, & available community resources to refer & assist clients.
- ▶ Requires the ability to read, analyze, & interpret documents, to write routine reports & correspondence, to speak effectively with the public & employees, & to demonstrate good knowledge of the English language, spelling, & grammar.
- ▶ Requires the ability to work in both Kendall & Grundy County offices (mainly at the Kendall County office) & the ability to travel throughout Kendall & Grundy Counties & other locations in Illinois as needed to perform assigned job duties, which includes maintaining current auto insurance & reliable transportation.
- ▶ Ability to pass background check.

ESSENTIAL DUTIES & RESPONSIBILITIES (MAY INCLUDE):

- ▶ Provide direct services in all of Community Action Programs, which include, but are not limited to LIHEAP energy assistance, Weatherization, Community Service Block Grant programs & emergency preparedness, & other special programs & projects.
- ▶ Answer Community Action phones, assist/answer questions, provides information to county residents/clients, determine of callers need, route calls appropriately. Schedule clients for services as needed. Greets all visitors/clients courteously, determines their needs & contacts the appropriate service, person or unit.
- ▶ Assist Community Action Director in preparation of grant, statistical & annual reports.
- ▶ Maintains good relationships with grantor program contacts & participates in regional partnerships, as directed.
- ▶ Assist clients as needed with all programs both in person & on phone (i.e. LIHEAP, Weatherization, CSBG, etc.)
- ▶ Demonstrates excellent attendance to all shifts & meetings, as assigned.
- ▶ The candidate must reflect experience/interest in the culturally diverse population that the health department serves.

PHYSICAL DEMANDS: While performing the duties of this job, must be able to do the following: Sit at a desk or in a vehicle for extended periods of time. Occasionally stand, bend & reach above the employee's head. Occasionally lift and/or move up to twenty-five (25) pounds, including bulky and/or heavy inspection equipment. Use hands to finger, handle, or feel; reach, push, & pull with hands & arms; stoop, kneel, or crouch. Travel independently to and from meeting locations, conferences, etc., in Kendall & Grundy County & throughout the State as needed to perform assigned job duties. Specific vision abilities required for this job include close vision, depth perception and distance vision. Occasional walk to other offices, county buildings, and navigate in private homes including stairs, narrow doorways, etc.

SEND RESUME & COVER LETTER TO:

Becki Rudolph, Executive Assistant
Kendall County Health Department
811 W. John Street
Yorkville, IL 60560
Fax 630/553-9506
E-mail brudolph@co.kendall.il.us