



The Village of West Dundee is currently accepting applications for administrative support positions within the Administration Department, Community Development Department and Police Department.

POSITION - Administrative Support (Part-Time)  
*Multiple positions sought*  
*Potential to transition to Full-Time*

DEPARTMENT - Administration Department  
Community Development Department  
Police Department

SALARY - \$18-20 per hour starting wage (DOQ)

HOURS - Approximately 20-24 per week

QUALIFICATIONS - Highly organized individuals with excellent computer skills, including advanced MS Office experience, GIS experience, records management experience and strong attention to detail are encouraged to apply.

Excellent verbal, written and electronic communication skills and a focus on providing exceptional customer service are required. Basic understanding of municipal regulations, as well as marketing and/or public relations experience are desired.

Working knowledge of document and graphics editing software and an eye for document layout and design, as well as the ability to assist with computer/device troubleshooting and general problem solving is also desired.

APPLICATION - Submit application and resume **by September 30, 2019** to:

West Dundee Village Hall  
102 S. Second Street  
West Dundee, IL 60118

Or via email to [jobs@wdundee.org](mailto:jobs@wdundee.org).