

# COUNTY OF KANE

## DEPARTMENT OF HUMAN RESOURCE MANAGEMENT



County Government Center  
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[www.countyofkane.org](http://www.countyofkane.org)

### **JOB POSTING** **April 16, 2020**

#### **KANE COUNTY BOARD OFFICE**

#### **Receptionist/Recording Secretary**

**\$17.58 - \$18.68/HR DOQ**

**35HRS/WK**

The Receptionist/Recording Secretary will perform receptionist, recording/transcription, and other administrative support duties for the County Board Office.

#### **Principal Duties and Responsibilities:**

- Manages the reception area in the County Board Office, including greeting/directing visitors, answering the telephone, taking messages and directing calls/visitors to appropriate services available throughout the county/community
- Records/transcribes/distributes meeting minutes and agendas for various committees as assigned, using agenda/meeting management software; updates website/meeting portal/room reservations and sends out meeting notices
- Collects and distribute mail
- Inventories/orders office supplies
- Assists County Board Chairman on special projects, research, etc.
- Other duties as assigned

#### **Knowledge, Skills and Abilities Required:**

- Strong interpersonal and communication skills
- High level of professionalism
- Able to establish/maintain effective working relationships with county officials/employees and deal diplomatically with the public
- Proficient with Microsoft Office, Outlook, Excel and Agenda Meeting Management Software
- Knowledge of IQM2 is a plus, but not required
- Able to understand and follow directions and read/write/comprehend the English language
- Able to accurately and efficiently work with a large volume of material and data
- Able to maintain a high degree of confidentiality at all times

#### **Physical Demands of the Essential Functions:**

Sitting, talking, typing, hearing and vision are required approximately 80% of the time. Standing, walking and reaching are required about 80% of the time.

**Working Conditions While Performing Essential Functions:**

Normal office environment where there is no physical discomfort or exposure to hazards due to temperature, dust, noise and the like. Low levels of lifting up to 20 pounds, pushing/pulling, handling of documents and activities such as stooping or climbing are required in unusual or non-routine situations.

**Equipment Used to Perform Essential Functions:**

Computer, fax machine, scanner, copier, telephone and calculator

**Reporting Relationships:**

Reports to the Executive Assistant to the County Board Chairman/Office Supervisor

**Application deadline:**

Open until filled

**How to apply:** Please go to [www.countyofkane.org](http://www.countyofkane.org) under the Employment tab to complete online application and EEO form and upload your resume and cover letter.

Applicants must submit to a criminal background check.  
EEO Employer/Program.