



## **Village Receptionist**

### Village of Deerfield

**Contact Name:** Desiree van Thorre

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**Contact Phone:** 847-945-5000

**Closing Date:**

**Salary:** 2025 Salary Range: \$60,792 – \$78,672

#### **Description:**

The Village of Deerfield, Illinois (Pop. 19,197) seeks applicants for the full-time position of Village Receptionist. The hiring range for this position is \$60,792 - \$71,520 depending on qualifications and experience (Complete 2025 Salary Range: \$60,792 – \$78,672, adjusted annually). Hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Under general direction of the Assistant Director of Administrative Services or designee, the Village Receptionist plays a vital role as the first point of contact for our community members ensuring they feel informed and supported. This position is responsible for managing Village Hall front desk operations including greeting walk up customers, answering the main phone line and providing helpful information about Village services. The Receptionist processes all payments for in-person customers, mail and drop box ensuring smooth and efficient transactions. In addition to these essential tasks, there will be regular duties involving utility billing, accounts payable, accounts receivable and special projects.

The ideal candidate will have a Bachelor's Degree in a related field. 1-2 years of experience providing successful internal and external customer service is required. Familiarity with governmental operations is preferred.

The Village of Deerfield offers a generous benefit package to support your personal and professional life which includes the following: six weeks of guaranteed paid parental leave, tuition reimbursement eligibility after one year of employment, annual accruals of five personal days, two weeks of vacation time, two weeks of sick time, BCBS health, Delta Dental, VSP Vision, \$150,000 of employer paid life insurance, complimentary identity theft protection, wellness programs, IMRF pension, regular feedback with opportunities for pay increases during the probationary period and more.

For a complete job description visit the Village's website at [www.deerfield.il.us](http://www.deerfield.il.us). Interested candidates should apply with a resume and letter of interest via the Village's website. The recruitment for this position will remain open until the position is filled, with a first review of resumes Wednesday, April 9.