



Clerk II (Part-Time) City of Evanston

Contact Name: Human Resources
Contact E-mail: humanresources@cityofevanston.org
Contact Phone: 847-448-8204
Closing Date: 2026-03-13
Salary: \$25.720 - \$32.846/ Hourly

Description:
Position Type:
Parks and Recreation/Clerk II, Part-Time

Date Posted:
2/27/2026

Location:
Fleetwood-Jourdain Center

Date Available:
TBD

Closing Date:
03/13/2026

\$25.720 - \$32.846/ Hourly
***Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.**

SCHEDULED HOURS
Tuesday-Friday, 3:00pm-8pm
Saturday, 8:30am -1pm

Some evenings and weekend hours may be required for programs, events or operational needs.

NATURE OF WORK

Performs a wide variety of clerical duties that requires some independent judgement and action. Maintains files of a specialized nature. Compiles, analyzes and forwards information. Provides

information to supervisors, and the general public. Operates routine office equipment, performs word processing as required.

ESSENTIAL FUNCTIONS OF WORK (Specific assignment will include some or all of the following):

- Accurately process, enter, and tabulate data using both general and specialized software (e.g., RecTrac).
- Maintain and compile records, reports, and spreadsheets related to programs, registration, and finance.
- Set up and manage central filing systems for all Center records. Type and prepare memoranda, meeting minutes, reports, invoices, and other correspondence as needed.
- Compute wages and process payments for contractual employees. Audit daily financial transactions and RecTrac registration batches for accuracy.
- Prepare daily and weekly bank deposits and coordinate pick-ups with the City's financial department.
- Maintain and reconcile Center budget line items and cross-check bills against expenses.
- Monitor scholarship applications and verify documentation for City of Evanston scholarships and/or Childcare Assistance Program (CCAP) through Illinois Action for Children.
- Serve as the primary customer service liaison, answering telephones, emails, and in-person inquiries in a professional and friendly manner.
- Provide detailed program and registration information, assist with sign-ups, and process transactions.
- Conduct customer interviews for program eligibility, registrations, or inquiries.
- Manage customer receipts, statements, invoices, and refund processing as necessary.
- Supervise and support part-time or clerical staff during scheduled shifts.
- Train new employees in office operations, registration procedures, and software systems (RecTrac, etc.).
- Initiate and maintain onboarding documentation and Personnel Change forms for new hires.
- Prepare bi-weekly payroll information for processing by the Payroll Coordinator.
- Set up and monitor facility usage for scheduled programs and special events. Monitor enrollment minimums and maximums; consult with Center Manager and Program Manager to cancel or adjust class offerings as needed.
- Manage waitlists and contact participants when openings become available.
- Assist with program logistics, light custodial support, and event coordination as required.
- Open and close the facility according to scheduled hours.
- Perform basic safety checks and report facility-related concerns.
- Submit work orders and follow up on repairs and maintenance with Facilities Management.
- Maintain office equipment and arrange for repairs as needed.
- Maintain inventory and order office supplies and materials as needed.
- Sort and distribute incoming mail; prepare and send outgoing correspondence.
- Attend departmental meetings and represent the Center as needed.
- Perform other duties as assigned by the Center Manager or Program Manager to support overall operations.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public
- Ability to greet the public in a courteous manner

MINIMUM REQUIREMENTS OF WORK:

- Must possess a high school diploma/GED or higher.
- Must have at least two (2) years direct experience in an Administrative Assistant role, or three (3) plus years of closely related administrative experience.

- One (1) or more years computer experience including word processing and database applications is highly desirable.

PHYSICAL REQUIREMENTS OF WORK:

Ability to exert up to 30 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Expressing or exchanging ideas by means of the spoken word; perceiving the nature of sounds by ear; the ability to perceived the nature of objects by eye; clarity of vision at 20 feet or more; clarity of vision at 20 inches or less; ability to judge distance and space relationships so as to see objects where and as they actually are, including safety to oneself and others; ability to identify and distinguish colors. The employee is subject to inside environmental conditions: protection from weather conditions, but not necessarily from indoor temperature changes. There are no environmental hazards associated with this classification.

SUPERVISION:

Work is performed under the general direction/supervision of the Recreation Manager or designee. The employee receives daily projects and assignments which will vary from season to season and day to day. Assignments can be either verbal or written, with the employee determining proper procedure and work methods and is responsible for completing the work according to City work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communication, meetings and feedback from supervisors and other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standards.

PUBLIC CONTACT:

The employee has regular contact with the general public as well as other City employees to answer general questions, set up meeting rooms and describe general maintenance issues. The employee may need to respond to questions and complaints and provide general direction to the public; the employee has regular contact with other City employees in order to share information and complete work assignments and programming initiatives.

SELECTION METHOD:

TYPE OF ELIGIBLE LIST:

LIFE OF ELIGIBLE LIST:

Structured Oral Interview
Qualifications Assessment

Category Group

2 Years

To apply for this position, please apply online at www.cityofevanston.org. Chosen candidates will be subject to a qualifying pre-employment medical examination and drug/alcohol screen.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).