



## **(Part-Time) Clerk II**

City of Evanston

**Contact Name:** Kenneth Scruggs

**Contact E-mail:** [humanresources@cityofevanston.org](mailto:humanresources@cityofevanston.org)

**Contact Phone:** 847-448-8204

**Closing Date:** 2026-05-01

**Salary:** \$26.49 - \$33.83

### **Description:**

**\$26.49 - \$33.83 / Hourly**

**\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.**

**Schedule: Monday 5 - 8:30 pm, Tuesday 5 - 9:30 pm, Thursday 5 - 8 pm, Friday 12:30 - 8 pm, Saturday 8:30 am - 1:30 pm, Sunday 8:30 am - 1:30 pm**

**NATURE OF WORK:** Under the administrative direction of the Assistant Manager or designee, this position provides clerical support which includes, but is not limited to, processing program registrations and daily receipts, preparing deposit batch reports, data entry projects, providing excellent customer service, as well as providing other routine clerical support as needed.

### **ESSENTIAL FUNCTIONS** (Specific assignment will include some or all of the following):

- Provides excellent customer service to both patrons and staff.
- Answers questions or direct citizens to appropriate staff member regarding department programs and activities.
- Accesses available sources of information to answer inquiries.
- Processes program registrations and generate reports and invoices for the center.
- Processes and reconciles receipts, maintains records of such sales and prepares bank deposits for pick-up.
- Responds to inquiries in person or by phone in assigned area.
- May research and evaluate accounts in order to determine resolutions.
- Distributes rental skates to customers.
- Provides clerical assistance for, but not limited to City issued passes and forms.
- Assists in maintaining both paper and electronic files for the Center.
- Enters, updates, and/or edits data into computer system.
- Submits 311 requests for operational repairs of the Center/building.
- May assist in updating program content for the Parks, Recreation and Community Services information posted on the city's website and electronic message boards.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS OF WORK:**

- Must possess a high school diploma, GED, or higher.
- Must possess two (2) or more years of clerical/administrative assistant experience.

**KNOWLEDGE, SKILLS, AND ABILITIES IN THE FOLLOWING AREAS:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.
- Ability to exhibit minimum mathematical skill usually associated with addition, subtraction, with the skill level to, multiply and divide all unites of measure to perform the four operations with like or common decimal fractions; to compute ratio, rate and percent; to draw and interpret bar graphs; to perform arithmetic operation involving all American monetary units.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
- Proficiency with computer and related software, including email, word processing, spreadsheet, and database software.
- Ability to greet the public in a courteous manner.

**SUPERVISION:** Work is performed under the general direction/supervision of the Assistant Manager or designee. Assignments may 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 this classification standard.

**PUBLIC CONTACT:** The employee will have contact with the general public in city-owned buildings. 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.

**PHYSICAL REQUIREMENTS OF WORK:** Ability to work primarily in a sedentary position occasionally using force to lift, carry or otherwise move objects normally found in an office setting. Employee is subject to inside environmental conditions, protection from outside weather, but not necessarily from temperature changes

**SELECTION METHOD**  
Structured Oral Interview

**TYPE OF ELIGIBLE LIST**  
Category Group

**LIFE OF ELIGIBLE LIST**  
2 Years

***To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.***

**Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.**

*The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY).*