

Village of Glendale Heights

A Proud & Progressive Village for all People



*Now accepting applications for the
position of*

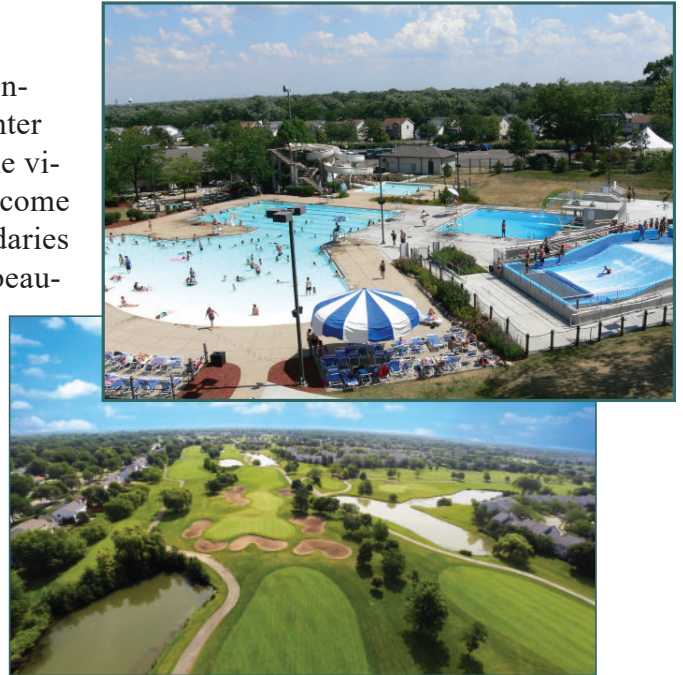
PART-TIME OFFICE TECHNICIAN

The Village of Glendale Heights

The Village of Glendale Heights is a modern residential, suburban community, 15 miles west of the Chicago city limits. Over the years, the Village has welcomed a significant growth, both in population, and within our business community. Its landscape is dotted with ranch homes, split levels, apartments, condominiums, shopping centers, churches, industrial business parks, beautiful community and neighborhood parks, modern service facilities, and three excellent elementary school systems.

The positive influence of many improvements to the Village, including Camera Park, renovations to the Civic Center, the Center for Senior Citizens, and the Sports Hub, unmistakably echo the vibrant character and the vitality of our community. We have become an attractive, growing community, that boasts within its boundaries AMITA Health Adventist Medical Center, GlenOaks and the beautiful Glendale Lakes Golf Club, owned and managed by the Village of Glendale Heights.

The current population is 34,208 as of the 2010 census. The Village of Glendale Heights is dedicated to maintaining its progressive atmosphere, while offering its residents superior community amenities and services that respect the concerns of residents, while striving to provide a safe, viable community in which to live.



Village Government



The Village of Glendale Heights was incorporated in July of 1959. The first election was held on August 2, 1959. Though incorporated as Glendale, the name was changed to Glendale Heights in March 1960 because of a conflict with another Glendale in southern Illinois. The name chosen is appropriate for “Glendale” as it reflects a close geographic identity with two neighbors, Glen Ellyn to the south and Bloomingdale to the north. “Heights” describes the unique topography of the Village as it rests on two distinct elevations with a 100-foot variation.

The Village is a home rule municipality under the Constitution of the State of Illinois and is governed by a Village President and 6 Village District Trustees. The elected officials serve alternating four-year terms.

The Village of Glendale Heights has over 300 employees making up several departments which include, Administration; Police; Parks, Recreation & Facilities; Public Services; Finance; Administrative Services; Community Development; and Glendale Lakes Golf Club.

Village of Glendale Heights Mission Statement

The Village of Glendale Heights strives to improve the quality of life to all its residents and commits to serve, protect and provide a high standard of services and programs through the cooperative efforts of its residents, businesses, employees and elected officials.

Part-Time Office Technician

The Village of Glendale Heights is accepting applications for a part-time Office Technician in the Public Works Department for the Utilities Division. The schedule for this opening will be Monday through Friday, and may be required to work a different shift hours, as needed. Maximum of 30 hours per week.

Part-time Office Technicians perform routine clerical work in answering telephones, receiving and responding to the public both verbally and in writing, providing customer assistance, cashiering, data processing, data entry, bookkeeping and filing as well as general office and clerical work.

Graduation from High School or GED equivalent with specialized course work in general office practices such as typing, filing, reception, answering telephones, data entry, accounting and bookkeeping, and two years of responsible related clerical experience, or any equivalent combination of related education and experience.

The ideal candidate will have excellent computer and customer service skills and have the ability to interact with the public and a diverse population of business and professional clients. Applicants will be tested on MS Office skills (Word and Excel), customer service skills and typing speed and accuracy rate (35 wpm minimum).

Compensation & Benefits

Hourly Rate Range: \$17.11 – 22.71. This is an AFSCME union position.

How to Apply

To apply, please submit cover letter, application and three professional references to:

Village of Glendale Heights
Attention: Human Resources Division
300 Civic Center Plaza
Glendale Heights, Illinois 60139

All job offers are conditional upon the satisfactory outcome of pre-employment drug testing and background check. Employees are required to have their permanent residency within a 20 mile radius of the Village, unless an exception is approved by the Village Administrator.

Posted 11-09-2020; applications accepted until position is filled.
An Equal Opportunity Employer.