Date: January 2021  
Position: Receptionist  
Department: Agency  
Locations: Waukegan and/or Round Lake  
Hours Available: Monday – Friday / 8:00 am – 4:30 pm or 8:30 am – 5:00 pm  
Status: Full time

ESSENTIAL DUTIES:

• Retrieve messages from voice mail and forward to appropriate personnel.  
• Operate multi-line telephone system. Answer incoming calls, determine purpose of callers and forward calls to appropriate personnel or department.  
• Welcome on-site visitors and clients, determine nature of business and inform appropriate personnel.  
• Receive and prepare outgoing mail.  
• Perform other clerical duties as needed, such as filing, photocopying and collating documents.

QUALIFICATIONS:

• Excellent communication skills  
• Proficient in data entry and in computer skills  
• Demonstrated ability to deal appropriately with difficult clientele  
• Bilingual preferred  
• High School Grad/GED

• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are a representation of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY

Internal Applicants:  
Complete and submit internal employment application with current resume.

External Applicants:  
Complete and submit an Application for Employment along with a current resume via:  
  ▪ Email: hr.request@caplakecounty.org. Subject Line: Resume  
  ▪ Drop-off: Place resume and application in the drop box at 2424 Washington St. Suite 207, Waukegan, IL 60085  
  ▪ Hours of Operation: 8:00 a.m. to 4:00 p.m. Monday - Friday

Download employment application from caplakecounty.org/careers.html

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