

Troy Township Assessor's Office Seeking New Office Staff Members

Full Time and Part-Time Positions Available for the position of Office Clerk.

Summary of the position:

The office clerk will work under the direction of the assessor and her deputy. This position performs general administrative duties and helps to foster a positive and accessible environment for the public, staff and elected officials. Assist our Troy Township residents with questions and assistance that may need.

Major Duties and Responsibilities:

- Assist field staff coordinator with measuring new construction and gathering pertinent information.
- Assist with taxpayer exemptions and questions.
- Assist with drawing program and CAMA program maintenance.
- Assist with other duties deemed necessary.

Experience: Candidate must have a high school diploma, prior computer experience with Microsoft Word and Excel, ACCESS is a plus. Experience with prior customer service is a plus.

Starting Pay: \$14.00

Full Benefits for Full Time Employment includes: medical, dental and vision insurance. Enrollment in IMRF Retirement Plan, paid time off for, allotted sick, personal days and vacation days.

TROY TOWNSHIP25448 Seil Rd., Shorewood, IL
Employment Application**TROY
TOWNSHIP**

Established 1818 1897 Chicago - Illinois

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City	State	ZIP	
Phone	E-mail Address		
Date Available			Desired Salary
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION

High School	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

REFERENCES*Please list three professional references.*

Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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