**City of Athens – Help Wanted: Part-Time Office Assistant**

The City of Athens is currently accepting applications for a Part-Time Office Assistant to join our team. This position offers an opportunity to serve the community in a vital administrative role.

**Position Details:**

* 8:30 AM-4:30 PM, 3 days a week (typically Monday, Wednesday, Friday).
* Pay Rate: $15–$20 per hour, depending on experience

**Primary Responsibilities Include (but are not limited to):**

* Answering incoming phone calls and directing inquiries appropriately
* Assisting residents with questions and services in person and over the phone
* Processing and inputting water bill payments
* Assisting with water billing and related administrative tasks

**Qualifications:**

* Strong communication and customer service skills
* Basic computer and data entry proficiency
* Experience in an office or customer service environment preferred

If you're organized, friendly, and looking for a part-time opportunity to support your local government, we encourage you to apply.

**To Apply:**  
Submit your resume and a brief cover letter to [dfritz@athensil.gov](mailto:dfritz@athensil.gov) or you can mail to 210 Dottie Bednarko Drive, Athens, IL 62613