



## CAREER OPPORTUNITY

**Job Title:** Temporary Operator (Temporary position expected to last 8 weeks)  
**Department:** Administrative Services  
**Reports To:** Purchasing Director  
**Location:** 157 N Main St, Edwardsville, IL 62025  
**Starting Salary:** \$14.38/hr  
**Hours of Work:** Monday – Friday, 8:30 a.m. - 4:30 p.m.  
**Closing Date:** February 16, 2018

### QUALIFICATIONS

- Experience: two (2) years related experience required.

### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Receives and dispatches incoming calls and inquiries related to County/Court business, relays to appropriate or requested County/Court personnel or departments.
- Serves as information desk receptionist – responds to citizens inquires, question, concerning County business and or Court sessions, directs public to appropriate County department office or Courtroom.
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

### Qualified individuals please submit applications to:

Linda Ogden: Madison County Administrative Services, 157 N Main St, Ste 154, Edwardsville, IL 62025 or email to [lkogden@co.madison.il.us](mailto:lkogden@co.madison.il.us)

Visit <http://www.co.madison.il.us/jobs> for application and full posting.