



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

Job Announcement

Date: May, 2022

Position: Weatherization Office Clerk

Department: Weatherization

Locations: Round Lake

Hours Available: Monday – Friday / 8:00 am – 4:30 pm

Status: Full time/Permanent

MAJOR RESPONSIBILITIES: *Other duties may be assigned*

- Filing documents and inspect for accuracy
- Organize and store file boxes
- Answering phones
- Receiving documents
- Scheduling appointments and taking applications
- Other duties as assigned

QUALIFICATIONS:

- Good organizational and communication skills
- Proficient data entry and computer skills
- Able to lift a minimum of 25 lbs. on a daily basis, including standing, stooping, bending and kneeling frequently and in repetition
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION AND EXPERIENCE REQUIREMENT

- High School or equivalent

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is required to stand, walk, bend, stoop, sit, use hands and finger to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl, lift, push and pull, talk and hear frequently and in repetition. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual 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

Equal Opportunity Employer