



Clerk/Receptionist

Village of Lincolnwood

Contact Name: Lamar Jones
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Contact Phone: 847-745-4711
Closing Date: 2026-09-08
Salary: \$59,426-\$80,226

Description:

The Village of Lincolnwood is seeking a Clerk/Receptionist to serve as the primary point of contact for customer support within the Parks and Recreation Department. Lincolnwood is a diverse, welcoming home-rule community of 13,463 residents just north of Chicago, known for its strong sense of community and service-oriented culture. Reporting to the Assistant Director of Parks and Recreation, this position provides public-facing assistance to residents, vendors, contractors, and Village staff while ensuring a welcoming experience.

The Parks and Recreation Department consists of six full-time staff members and up to 260 seasonal employees during the summer months. The department oversees the community pool, summer camp, recreational and senior programs, as well as a wide range of additional services for residents. The ideal candidate would demonstrate strong attention to detail, reliable follow-through, and a genuine passion for public service and customer service.

Key Responsibilities

- Provides professional assistance by courteously greeting callers and visitors, addressing Parks and Recreation inquiries, responding to resident service requests, documenting concerns, and coordinating with appropriate staff for follow-up and resolution
- Receives and processes program registrations and facility rentals, accurately entering all information into Civic Rec, completing applications, collecting payments, preparing required documentation, and ensuring all actions comply with established departmental policies
- Prepares correspondence, bills, statements, receipts, checks, or other documents, copying information from one record to another
- Receives payments from customers and residents, accurately processes all transactions, and maintains a balanced register on a daily basis
- Provides support in planning, organizing, and facilitating community events, and may be assigned to work events on behalf of the department
- Attends Park and Recreation Board Meetings monthly and records minutes
- Perform other duties as assigned

Education and Experience

High school diploma or general education degree (GED); six months to one year related experience and/or training; or equivalent combination of education and experience.

Hours and Compensation

The salary range for this position is \$59,426 – \$80,226 annually. This position is classified as full-time, non-exempt. All applicants must be able to work 9:00am to 5:00pm., Monday through Friday. The position may occasionally be required to work evening or weekend hours.

The Village of Lincolnwood offers a comprehensive and competitive benefits package that includes Blue Cross PPO and High-Deductible Medical Coverage, Delta Dental PPO and HMO plans, life insurance, vision insurance, participation in the Illinois Municipal Retirement Fund (IMRF), paid sick, vacation and holidays, along with other benefits. Applicants can find the general description of benefits in the Summary of Benefits Document posted on the website.