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SHOPPER DEADLINE: Thursday at 8 a.m. for the following Monday paper.

Please remember to include your phone number when placing your classified ad online. We cannot publish the ad without the phone number. Thank you.

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Pierron Storage LLC: Inside dry storage, 10'x20' - 10'x15' - 10'x10' - 10'x5'. West

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PART-TIME POSITION AVAILABLE

The City of Vandalia is seeking a reliable, organized individual to join the Clerk's Office as part-time office staff. This position assists with daily office operations and clerical duties. The ideal candidate will have strong multitasking and organizational skills, the ability to prioritize assignments effectively, and a commitment to completing tasks in a timely manner. A positive attitude, strong work ethic, and a customer-service-focused approach are essential. Residency within City limits is required.

Qualifications:

- High school diploma or GED equivalent
- Computer literate and proficient in Microsoft Office Suite
- Comfortable using standard office equipment (printers, fax machines, photocopiers, etc.)
- Strong verbal and written communication skills
- Excellent customer service skills
- Accounting and bookkeeping experience

Compensation:
This position is paid hourly and set annually by ordinance. The starting wage at the time of this posting is \$18.00 per hour.

Hours:
Monday, Wednesday, and Friday
8:00 a.m. - 5:00 p.m. (with one-hour lunch)

Application Process:
Resumes may be mailed or dropped off to:
City Clerk Carla Huhn
City of Vandalia
431 W. Gallatin Street
Vandalia, IL 62471
Resumes will be accepted until 5:00 p.m. on Friday, March 20, 2026.
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