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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.
 The City of Vandalia is an Equal Opportunity Employer (EOE).

Christ Truck Service, Inc.
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St. Teresa Church, Marydale DRIVE-THRU Chicken Dinner

Sunday, March 22, 2026
 Serving 11 a.m. - 4 p.m.

\$15.00 per Meal
 Packaged meal includes: ½ Fried Chicken (4 pieces), Dressing, Mashed Potatoes & Gravy, Green Beans, & Slaw
Handmade Quilt Raffle
 Located six miles north of Carlyle on Route 127
 Follow the signs

PART-TIME BUILDING OFFICIAL

The City of Vandalia is accepting applications for a Building Official. This position will be part-time. Applicant must have experience in construction, understanding building codes and reading plans. Applicant should also be familiar with Microsoft Office. Position will require reviewing of construction plans, preparing building permits and doing required on-site inspections. Residency within City Limits is required. Hourly rate is \$30/hour.

Resumes will be accepted by City Administrator LaTisha Paslay at Vandalia City Hall, 431 W. Gallatin Street, Vandalia, IL 62471. Interested candidates must respond on or before 4:00 p.m. Friday, March 27, 2026 in order to be considered. EOE.

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