



## City of Springfield

is seeking applications for  
**RECEPTIONIST**

**Department:** The Office of Public Utilities

**Division:** Commercial Office

**Final Date to Apply:** 06/17/2026 at 5:59 PM CST,  
Open to all applicants

**Work Location:** 700 South 7<sup>th</sup> Street  
Springfield, IL 62703

**Starting Salary:** \$20.61/hour  
**Union:** AFSCME 3738

**Work Hours:** Monday – Friday 8:00 a.m. - 4:30 p.m.

---

In this role you will:

- Answer all incoming telephone calls for the City of Springfield. Transfers calls to the individual or department that the caller has requested.
- Greet visitors including customers, employees from other departments, business representatives, and program allies.
- Support all departments within the Commercial office by providing clerical support.
- Assist billing with collecting reads and filing paperwork.
- Receive and sign for all deliveries, notifies the individual or department.

---

### Qualifications:

The ideal candidate will possess knowledge, skills, and mental development equivalent to a high school diploma, along with experience in customer service and familiarity with billing and collection procedures. They will be able to manage multiple tasks and phone calls simultaneously while maintaining professionalism and courtesy. Strong communication, organizational, and problem-solving skills are essential, as is the ability to exercise sound independent judgment. Proficiency in computer use, accurate typing, and effective filing are required. The candidate should also be able to assist at the receptionist desk, recall departmental names and locations, and gain working knowledge of City departments and historic sites. Excellent listening skills and the ability to manage conversations effectively are key to success in this role. **Preference for employment in all positions with the city shall be given to applicants who are full-time city residents.**

---

### Benefits:

- Deferred Compensation
- Pension Plan
- Health, Dental, Vision, and Life Insurance
- Free Health Clinic
- Up to 14 paid holidays
- 4 weeks paid parental leave
- 12 paid sick days annually
- Tuition Reimbursement
- 10-25 paid vacation days, based on years of service

If assistance in applying is required, please notify the Office of Human Resources at 217-789-2446 or [humanresources@springfield.il.us](mailto:humanresources@springfield.il.us)