



100 Parkers Mill • Oswego, IL. 60543 • (630) 554-3618 • Fax: (630) 554-3306  
Website: <http://www.oswegoil.org>

Date: **October 2, 2008**  
Position: **Administrative Assistant**  
Department: **Building and Zoning**

**Status:**

**The Village is currently accepting applications for this position.  
*Application deadline is October 3, 2008***

***DUE TO THE EXTRAORDINARY RESPONSE TO THIS POSTING WE ARE REQUESTING THAT YOU REFRAIN FROM CALLING THE HR DEPARTMENT TO ASK IF YOUR RESUME HAS BEEN RECEIVED, OR TO ASK ABOUT THE STATUS OF YOUR RESUME/APPLICATION.***

WE ARE WORKING ON CONFIRMING RECEIPT OF ALL RESUMES/APPLICATIONS AT THIS TIME. IF WE HAVE RECEIVED YOUR RESUME, APPLICATION, YOU SHOULD RECEIVE A CONFIRMATION BY OCTOBER 6, 2008. IF YOU HAVE AN EMAIL ADDRESS, YOU WILL RECEIVE THE CONFIRMATION BY EMAIL. IF YOU DO NOT HAVE AN EMAIL ADDRESS YOU WILL RECEIVE A CONFIRMATION BY US POSTAL SERVICE MAIL.

IF YOU HAVE NOT RECEIVED A RESPONSE TO YOUR RESUME BY OCTOBER 6TH, PLEASE FOLLOW THE INSTRUCTIONS BELOW. WE RECOMMEND COMMUNICATING WITH HR DEPARTMENT VIA EMAIL AT THE ADDRESS BELOW.

***IF YOU ARE SELECTED FOR AN INTERVIEW WE WILL CONTACT YOU BY TELEPHONE DURING THE WEEK OF OCTOBER 6TH***

If you send/have sent your resume/application via email and/or if your email address appears on your resume/application, you will receive an email message from the Village confirming that your resume has been received (this should happen within a few days after you submit your resume/application). If you do not have an email address listed on your application/resume, we will send you a confirmation letter via the US Postal Service.

If you do not receive a confirmation by the **application deadline of October 3, 2008**, please send an email to [humanresources@oswegoil.org](mailto:humanresources@oswegoil.org). If you do not have internet access, please call 630/554-3287, and leave a message for the Human Resource Department.

We will review all resumes after the **application deadline of October 3, 2008** has passed. After resumes have been reviewed, we plan to conduct telephone interviews with a specified number of applicants. Please do not expect to receive additional notification from the Village unless you are selected for a phone interview.

Further updates regarding this position will be posted on regular basis.

***Thank you for your interest in employment with the Village of Oswego.***