



PERMIT TECHNICIAN CITY OF GENEVA

The City of Geneva is currently accepting applications for a full time Permit Technician. This position is responsible for handling of permit applications including intake, checking permit applications, and providing customer service at the front counter. This position will coordinate the collecting of permit fees and communicate with residents on plan review status. The permit technician may also conduct plan reviews for smaller construction projects. Receives and schedules Inspection requests. Reconciles daily receipts and processes division bills. The typical hours for this position is 8 a.m. to 5:00 p.m., Monday through Friday.

High School Diploma (or equivalent), with a preference to some college-level courses, with classes in computer software and bookkeeping. Minimum of three years of work experience – especially working in a records management, sufficient knowledge of Microsoft software, legal/municipal or construction setting, as well as public contact/customer service experience is a plus. Any combination of education and experience. International Code Council Certificate – Permit Technician or the ability to obtain within one year. Valid Illinois Driver's License

Salary range is \$49,618 - \$71,946 with a hiring range up to \$55,200

Please send a completed job application to: , Human Resources Office, City of Geneva, 22 South First Street, Geneva, Illinois 60134 or mjohnson@geneva.il.us by 11:00 p.m. on Sunday, January 10, 2021. Employment applications may be found at www.geneva.il.us.

The City of Geneva is an Equal Opportunity Employer