

## Office Assistant – Building Department

### City of Palos Heights, IL

#### **Job Description**

The City of Palos Height's Building Department seeks a full-time (40 hours per week) Office Assistant to perform a variety of customer service, technical, and administrative duties related to the City's Building Department. The Office Assistant provides technical information and assistance to developers, contractors, homeowners, and member of the general public. The Office Assistant also issues building permits, collects fees, conducts research, and monitors the building permit and land use application process.

#### **Ideal Candidate**

We are looking for someone with exceptional customer service skills and a passion for solving problems and serving others. The Office Assistant will interface frequently with individuals outside the City and with internal customers from other departments. In addition to excelling in customer service, a successful candidate will have strong written and verbal communication skills. While experience with building codes, construction, and architectural/engineering support is desired, the Building Department is willing to provide training and education in those areas. Above all, we're looking for someone with a positive attitude, strong customer service skills, and a willingness to learn.

**Reports to:** Building Commissioner

#### **Qualifications**

***At a minimum, applicants must possess:***

- High School diploma or GED. Associate's degree or better is preferred.
- Two (2) years of increasingly responsible related experience, or any equivalent combination of education and experience.
- Experience in performing clerical office duties.
- Computer proficiency in Microsoft Office applications.
- Very good organizational and communication skills.

#### **Salary**

The hiring range for this position is expected to be \$18.00-22.00/hr. +/- DOQ, plus excellent benefits.

#### **How to Apply**

Qualified candidates should submit a letter of interest and resume as a single PDF document to Frank Giordano, Building Commissioner, at [fgiordano@palosheights.org](mailto:fgiordano@palosheights.org). (Faxed and mailed materials will not be considered.) Applicants can also download an application from our website at <https://www.palosheights.org/Jobs.aspx?UniqueId=100&From=All&CommunityJobs=False&JobID=Office-Assistant-Building-Department-27> and email to [fgiordano@palosheights.org](mailto:fgiordano@palosheights.org).

#### **Application deadline**

Open until filled. Applications will be reviewed upon receipt.

The City of Palos Heights is an Equal Opportunity Employer.