



Account Clerk - Community Development

Department: Community Development
Location: Lincolnwood, IL 60712
Salary: \$52,800 to \$71,280 per year
Employment type: Full-Time

The Village of Lincolnwood, Illinois (13,463 – 2020 census) is a diverse home-rule municipality directly north of the City of Chicago consisting of 2.7 square miles, with a unique blend of residential, commercial, and industrial areas. The Village is seeking an individual with background and experience in zoning, building and planning to serve as the Village's Community Development Account Clerk. Excellent oral/written communication skills and the ability to exercise sound judgment is required.

This position serves under the direction of the Building Official. The Account Clerk responsibilities include: providing primary support for Department's front counter operations; accepts plans and applications and directs submittals to appropriate reviewer to coordinate review process; prepares and maintains accurate financial records of fees and deposits received, including the tracking of payments, reimbursable costs and project charge-backs; answers the general telephone of the department, providing answers to general inquiries, accepting and recording complaints or service requests and/or directs calls to the appropriate party; schedules inspections; and prepares department check requests/requisitions for review and approval, assembles timesheets and prepares department's submittal for payroll.

The position requires a high school diploma or general education degree (GED) supplemented by training in word processing, business, and secretarial science; minimum of two years secretarial experience; or equivalent combination of education and experience. Experience in a local government Community Development or Building Department and related college degree is preferred.

The current salary range for this position is \$52,800 to \$71,280, which may be increased based on the outcome of a Compensation and Classification Study that is underway. This position is classified as a full-time, non-exempt, non-union position. All applicants must be able to work 9:00 a.m. to 5:00 p.m., or 8:00 a.m. to 4:00 p.m., as directed, Monday through Friday. The Village provides a comprehensive benefit packaging including medical, dental, and life insurance, Illinois Municipal Retirement Fund Pension, ICMA-RC retirement plans, paid sick, vacation, and holiday time, Flex 125 plan, and more.

To apply, please visit www.lincolnwoodil.org/employment no later than March 18, 2022 at 4:00 p.m. If you have any questions, please contact Matthew Pasquini, Management Analyst, at (847) 745-4716 / mpasquini@lwd.org.