

## Building/Zoning Finance Clerk – Part Time

**APPLICATIONS DUE:** Applications will be accepted through September 21, 2018 or until position is filled.

### **POSITION:**

The Building/Zoning Finance Clerk assists architects, engineers, contractors and homeowners by providing routine and technical information related to the issuance of permits; provides technical information regarding routine building code requirements and ordinances; and assists the public in completing applications and other required forms. Determines and communicates costs for permits. Reviews permit application submittals to ensure complete and accurate documentation is provided. Advise customers of additional documentation requirements accordingly. Work involves the receipt, review, processing and proper routing of applications according to established department policies, procedures, and applicable regulatory standards.

This is a part-time position in the Community Development Department, assigned to provide the public information related to building permit applications and inspection services.

The Building/Zoning Finance Clerk receives general supervision from the Director of Community Development and may receive technical and functional supervision from the Building Inspector. No supervision is exercised in this position.

### **ESSENTIAL FUNCTIONS:**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Process permits, certificates of occupancy, contractor licensing applications by accepting the application, checking for accuracy and completeness, and entering information into the permitting software.
- Prepare plans for, and routing to, the various disciplines applicable to the specific application type, and follows through to ensure approvals are obtained and permits issued.
- Relays information to the permit applicants in person, over the phone, via facsimile or by issuing standardized letters.
- Schedules inspections according to restrictions and disciplines.
- Maintains contractor information to ensure that only registered, qualified, licensed and insured contractors are issued permits. Answers phone calls from the public and City staff regarding department functions and responds accordingly.
- Composes and types correspondence not requiring the individual attention of supervisor.
- Assumes responsibility for incoming and outgoing mail, telephones, appointments and other matters related to department functions.
- Provide information at the counter, by telephone and through correspondence in response to relatively routine questions regarding building ordinances and codes, building permit application process and procedures;
- Assist the public in completing applications and other necessary forms;
- Review applications;
- Accept construction plans and plan documents for permit processing, and calculate fees for plan check, building, plumbing, mechanical, electrical, and other types of building permits;
- Issue permits which require inter-departmental review or the services of Building Inspectors;
- Performs related technical and administrative support tasks relevant to the backflow recertification, occupational licensing and alarm programs.
- Review, approve and issue less complicated non-structural plan checks over the counter;
- Direct the public to various Village departments for information necessary to apply for permits;

### **MINIMUM QUALIFICATIONS:**

High school diploma or GED Certificate, with 2 years experience in a customer service environment that includes high volume customer service and cash handling or basic funds accounting, with general familiarity and experience in operating personal computers and related peripheral equipment; specific experience in processing construction permits preferred.

- Modern office practices and procedures;
- Familiarity with building plans, codes, ordinances and related terminology;
- Architectural drawing convention and what comprises a complete set of building plans;

- Processes and procedures associated with construction permits;
- Computer software applications including word-processing and spreadsheets; and
- Records management practices.

**Ability to:**

- Learn quickly and apply departmental policies and procedures affecting the acceptance and review of permit applications and commonly used building codes and ordinances;
- Understand the relationship between the Village zoning ordinances and building code requirements;
- Follow verbal and written instructions;
- Communicate effectively in both verbal and written form;
- Establish effective working relationships with customers and department and City staff;
- Keep accurate records;
- Read construction blueprints;
- Perform accurate arithmetic calculations and use a standard calculator with speed and accuracy;
- Operate and use a variety of modern office equipment, and computer software programs, including: Microsoft Office Suite;
- Learn, retain, interpret and communicate technical and complex information, terminology, policies and procedures;
- Maintain composure under difficult circumstance;
- Provide support and leadership to city department staff;
- Manage project demands, priorities, costs, and time lines to meet service requirements;
- Communicate views and concerns of the public, village employees, and representatives of other agencies to the Building Inspector and Community Development Director

**HOURS AND WORKING CONDITIONS:** Office hours are generally 8:30 a.m. – 5:00 p.m., Monday through Friday.

**SALARY:** \$12 per hour. This position qualifies for Illinois Municipal Retirement Fund (IMRF) benefits for employees working in excess of 1,000 hours per year. Part-time positions are not eligible for participation in the village's insurance programs.

**HOW TO APPLY:**

To apply, please submit a cover letter and resume to:

Melissa Headley, AICP

Director of Community Development

10300 W. Roosevelt Rd

Westchester, IL 60154

jobs@westchester-il.org

Fax: 708-345-0884