



Position Announcement

Permit and Code Assistant

(contractual position via GovTemps USA)

City of Des Plaines, IL

GovTemps USA is seeking qualified candidates to fill two Permit and Code Assistant positions in the Community Development Department at the City of Des Plaines. Successful candidates will be GovTemps employees contracted to the City. Preference will be given to qualified candidates who prefer a 37.5 hour/week schedule but candidates who otherwise favor a reduced work week are also welcome to apply.

Primary Duties: Respond to customer inquiries over the telephone, in person and via email regarding City and department processes and requirements; input building permit applications and plans into the system and provide status updates to customers as asked; assist contractors with registration; finalize, process payment, and issue certain types of permits; and assist with administrative management of the seasonal grass/weeds code enforcement program, including data entry and complaint tracking.

Position Requirements: Successful candidate will have ability to understand and interpret City policies and procedures, and possess general computer skills and excellent customer service skills. Candidates must also possess strong administrative and organizational skills. HS Diploma required. Prior municipal work experience is a plus.

Hourly Wage and Selection Process: \$25-\$30/hour. DOQ. Benefits include employer matched IRA retirement plan and contribution to health insurance. Apply online with resume and cover letter to GovHRjobs.com. Positions will remain open until filled. Candidates with questions are encouraged to contact Mike Earl, Senior Vice President, at 224-261-8366 or mearl@govhrusa.com.

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