

Building and Zoning Administrative Assistant

The Village of Oswego seeking is detail-oriented, customer service professional to serve as the face of the Village of Oswego's Building and Zoning Department. The open Administrative Assistant position is responsible for greeting customers, answering phones, processing building permits and contractor registrations, and scheduling inspections.

The Village of Oswego offers an excellent work environment, as well as a comprehensive benefits package including health, dental, and life insurance; pension plan (IMRF); and paid time off. The expected starting salary for this position is \$41,300, depending upon qualifications. This position will have regular day-time hours, and may be required to work additional hours during period of peak workload.

An ideal candidate for this position would have strong interpersonal skills, including the ability diffuse tense situations, and have the ability to handle daily workload despite frequent interruptions. A successful candidate must have strong knowledge of Microsoft Office products, especially Outlook, Word and Excel, and be able to learn new programs for permit processing. Experience in building permitting is desired. Conversational Spanish is a plus.

The selection process includes a personal interview, skills test, medical examination (including drug screen) and background screening.

Applications are available online at www.oswegoil.org. Submit resume and application by email humanresources@oswegoil.org. The Village of Oswego is an Equal Opportunity Employer. First review of candidates is Monday, July 16.