



## LA GRANGE

Village of La Grange  
53 S. La Grange Road, La Grange, IL 60525  
lagrangeil.gov

### Position Announcement: Village of LaGrange

## BUILDING PERMIT CLERK

(part-time)

The Village of La Grange is seeking candidates to serve as a part-time Building Permit Clerk in the Community Development Department. The Community Development Department issues approximately 1,000 permits a year and the Permit Clerks execute critical administrative functions to support timely and accurate permit processing. Successful candidates will have an excellent ability to multi-task and strong verbal and written communication skills.

**Primary Duties:** Respond to inquiries over the telephone, in person, and via email regarding Village permit requirements; process building permit applications; calculate permit fees and required deposits; process payments; schedule inspections; maintain permit records; and respond to FOIA requests.

**Position Requirements:** Candidates must be able to work in a fast paced environment and execute multiple varied tasks while maintaining accuracy. Basic computer skills including experience with Microsoft Office and Adobe Acrobat, and ability to quickly learn new software, is required. Customer service skills are necessary; prior customer service experience is preferred. Candidates must possess a HS Diploma. Prior municipal experience or experience in the construction industry is preferred.

**Schedule:** 22 hours per week between the hours of 8:30 am to 5:00 pm. Specific schedule to be determined in consultation with the selected candidate.

**Compensation:** Exceptional candidates may earn up to \$22 per hour at hiring, with potential for annual merit increases and cost of living adjustments. This is an Illinois Municipal Retirement Fund position.

**Selection Process:** Position open until filled. Submit a cover letter and completed [application form](#) to Mike DeLillo at [mdelillo@lagrangeil.gov](mailto:mdelillo@lagrangeil.gov). Interested candidates are encouraged to apply early as interviews may be conducted throughout the application process. The selection process will include interviews, background investigation, and pre-employment drug and alcohol testing. Applicants with disabilities who need accommodations to complete any portion(s) of the employment process should contact the Village Manager's office at (708) 579-2315. The Village of La Grange is an equal opportunity employer.