



External Job Posting

Title: Part-time Assistant Permit Clerk
Department: Community Development
Hiring Range: \$20.00-\$23.00 per hour DOQ
Benefits: IMRF Eligible
Closing Date: Open Until Filled

Description of Primary Purpose: Performs routine clerical and administrative tasks involving answering phones, providing customer service, cashiering and bookkeeping. This position requires a helpful and friendly disposition for a positive customer service experience and is approximately 20-25 hours per week.

Education and Experience: Graduation from High School or GED. Experience in clerical work including a moderate level of skill in typing and working knowledge of computers, productivity software (MS Office), modern office practices/procedures and the ability to learn our BS&A permit tracking software. Good customer service and organizational skills, strong attention to detail and basic math skills. Data entry experience.

Required Certificates, License and Registrations: none

Physical/Mental Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a busy general office with customer service responsibilities. Must be flexible in work assignments and work hours. While performing the duties of this position, the employee is frequently required to sit, stand, talk and hear. The employee is occasionally required to walk, use hand to finger motion, handle or feel objects, tools, or controls and reach with hands and arms. The employee must occasionally lift and/or move objects up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

How to Apply: Interested candidates should submit a resume, cover letter, and three professional references to jhoutz@libertyville.com. Applicants must indicate Part-time Assistant Permit Clerk in the subject line of their e-mail.