



## Village of River Forest

400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

### Position Opening – Building Permit Clerk

River Forest, IL (11,172) – The Village of River Forest is seeking a motivated individual with a positive attitude for the position of Full Time Building Permit Clerk. Under the direction of the Assistant Village Administrator, this position works closely with the Building & Zoning Inspector, Building Official, Fire Marshal, Village Engineer, and the Village's third party plan review/inspection consultant. In FY 2019, the Building Division issued 1,400 permits and licensed over 700 contractors.

The Permit Clerk is the main point of customer contact for the Building and Zoning Division and ensures that permit applications, inspection requests and contractor license applications are processed promptly. The Permit Clerk routes permits to appropriate staff for review, monitors the status of permit and contractor license applications, issuance and expiration. This position helps customers understand the Village's permit process and requirements by responding to inquiries and answering certain technical questions. The Village is implementing new Land and License Management software and the Permit Clerk will be an integral part of the implementation team. Computer literacy and an ability to improve processes to enhance customer service are required.

This Permit Clerk works in a fast-paced environment where excellent customer service is expected and interpersonal, organizational skills, multi-tasking, time management, and technical competency are key. This position requires an ability to maintain effective working relationships with internal and external customers.

Qualified candidates must possess:

- a High School diploma or equivalent; an Associates' Degree in a related field is preferred;
- International Code Council (ICC) Permit Technician Certification or the ability to obtain the certification within 12 months of employment is required; and
- Minimum of two (2) years' experience as a permit clerk/technician in a Building/Community Development Department, municipal setting or related field, or the equivalent combination of training and experience; and
- Valid Illinois Driver's License.

The salary range for this full-time, non-exempt position is \$47,088-\$61,763 DOQ plus excellent benefits. Hours are generally 8:00 a.m. to 5:00 p.m., Monday through Friday; with evening hours once per month as needed.

Questions regarding the position should be directed to Lisa Scheiner at [lscheiner@vrf.us](mailto:lscheiner@vrf.us) or (708) 714-3554. Qualified candidates should submit a resume, cover letter and three professional references via email to [apply@vrf.us](mailto:apply@vrf.us). The selected individual will be required to pass a background check, driving record check, and drug screen. Position is open until filled. The Village of River Forest is an Equal Opportunity Employer.