



**BUILDING PERMIT CLERK (TECHNICAL) JOB AD
COMMUNITY DEVELOPMENT DEPARTMENT
VILLAGE OF VILLA PARK**

The Village of Villa Park is a thriving community of about 22,000 residents located 12 miles south of O'Hare International Airport and 19 miles west of the City of Chicago. The Community Development Department is seeking a motivated individual with a positive attitude to fill a full time building permit clerk (technical) position.

JOB SUMMARY: This position is responsible for processing building permits, over-the-counter permit applications (examples include but are not limited to roof, fence, and sheds), business and contractor registrations, certificates of occupancy, coordinating plan reviews and inspections, calculating fees and deposits, processing payments, maintaining records, preparing reports and statistics, and performing general office work involving a variety of tasks including Freedom of Information Act requests. This position interfaces with customers as a primary component of the job and provides customer assistance to the public, including answering telephone, email and in-person inquiries.

Applicants will need to work in a fast paced environment, be detail-oriented, and be able to multi-task. Strong organizational skills including attention to detail, problem solving and follow through a must. Must be able to perform daily functions of the office without specific direction and supervision. Strong written and oral skills and effective working relationships with others to provide excellent customer service a must.

WORK SCHEDULE: Monday- Friday, 40-hour work week.

ANNUAL SALARY RANGE: \$52,123.50-\$64,506 (\$26.73-\$33.08 per hour). Actual starting salary pay dependent on qualifications, experience, and professional achievement. This position is non-exempt and represented by a union, subject to the AFSCME collective bargaining agreement.

BENEFITS: The Village of Villa Park has a competitive benefit package which includes health, dental, vision, paid holidays, paid vacation, sick leave, Illinois Municipal Retirement Fund (IMRF) and more.

QUALIFICATIONS:

1. A High School diploma or equivalent is required; Associates' Degree in a related field is preferred.
2. Experience in working with the public in a customer service environment is required.
3. Minimum of three (3) years of experience as a permit clerk/technician in a Building/Community Development Department, in a local governmental setting is preferred.
4. Permit Technician certification through the International Code Council preferred, or received within six (6) months of date of hire.

WORKING CONDITIONS: This position works in a typical office setting. Ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering phones or speaking in person to colleagues and citizens requiring assistance. Limited amount of physical effort required associated with walking, standing, lifting and carrying light objects.

SELECTION PROCESS: Candidate screening will include application review, interviews, reference checks, and other job-related testing or verifications. Chosen candidates will be subject to a background and drug screen. There is no residency requirement for the position. Interested candidates are encouraged to apply early as interviews may be conducted throughout the application process.

CLOSING DATE: Position open until filled.

TO APPLY: Submit cover letter, resume and three (3) professional references to cd@invillapark.com

THE VILLAGE OF VILLA PARK IS AN EQUAL OPPORTUNITY EMPLOYER