



# Position Announcement

## Permit Clerk

Posting Date: March 21, 2022

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**CLOSING DATE:** April 8, 2022 at 5:00 p.m.  
**HIRING RANGE:** \$47,763.42 - \$50,043.66, D.O.Q., with a competitive benefit package  
**HOURS PER WEEK:** 40+ hours per week.

The Village of Algonquin is seeking an enthusiastic, self-motivated, and creative individual to join our team as a Permit Clerk for the Community Development Department.

**GENERAL DUTIES:** The person in this position will examine permit applications and related documents to ensure completeness of submittals; record, track and distribute plans and related documents to other departments as appropriate; prepare and distribute division and departmental correspondence as required, including plan review letters relating to building, electrical, and plumbing codes; prepare periodic reports to assure proper inspection of approved projects; prepare special reports to summarize Village permit and inspection activities; answer inquiries regarding building permit applications, fees, approval processes and code requirements; provide information concerning procedures related to public hearings to interested parties; issue over-the-counter building permits that do not require review of plans or specifications (i.e., sewer repair, water heaters, furnace and air conditioner replacements, siding, sheds, fences, and roofs); receive and process payments; schedule Building Division meetings, inspections (structural, electrical, plumbing) and coordinate inspections with Health, Fire, and Public Works Departments as needed; prepare Certificate of Occupancy forms for Building Commissioner's signature upon completion of a building project and distribute as necessary; assist in providing receptionist duties for the department; prepare and process elevator inspections, invoices and certificates; maintain elevator inspection log and payment records; design and maintain databases and computer generated forms as may be required by the Building Division, including tracking of Contractors' licenses and surety bonds; assist in routing Business License applications through the department; develop and maintain filing systems and detailed record-keeping procedures for all permits issued in the department; and provide assistance to the Community Development Director, Community Development Deputy Director, and Building Commissioner when requested.

**REQUIREMENTS:**

**Education/Experience:** Three (3) years' experience in an office environment aiding management and including public contact, or any equivalent combination of training and experience that will provide for the successful performance of the minimum skills, knowledge, and abilities required of the position as set forth above. Permit Technician Certification is preferred.

**Skills:** The successful candidate must have outstanding organizational skills, a high degree of accuracy/attention to detail with multi-tasking capabilities, the ability to work independently and prioritize tasks to meet deadlines, and to learn and perform any specialized operations of the department. A high level of integrity in dealing with confidential and sensitive information is essential. The ability to communicate clearly and concisely, both orally and in writing, is key in this position. Must ensure best in class customer service is provided to both internal and external customers. Must have proven skills in using technology including various software applications such as Microsoft Office Suite and GIS, working knowledge of office procedures; some knowledge of Community Development and building principles and practices, specifically building and zoning codes; ability to understand construction terminology; ability to interpret construction documents; ability to perform cashier duties accurately; ability to handle stressful situations.

**TO APPLY:** Candidates must download an [employment application](#) from the Village's website and submit the [application and resume only as a PDF](#) to the Human Resources Department [hr@algonquin.org](mailto:hr@algonquin.org) **OR** mail/drop off your application and resume to Ganek Municipal Center, Attn: Human Resources, 2200 Harnish Drive, Algonquin, IL 60102. **Please, no phone calls.**

*The Village of Algonquin is an equal opportunity employer.*