



## Village of Arlington Heights

33 S. Arlington Heights Road  
Arlington Heights, IL 60005  
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847-368-5990 fax

April 27, 2021

### NOTICE

#### **Building & Life Safety Department Intern**

The Village of Arlington Heights, a Northwest Suburb of Chicago, population 75,101 is seeking an Intern in the Building & Life Safety Department for the summer through October of 2021. Applications are being accepted for this position to work at Village Hall in the Building & Life Safety Department. The summer hours are 8:00am – 5:00pm, Monday through Friday. Once school resumes, through the month of October it is anticipated the intern will work up to 20 hours a week.

The Building & Life Safety Department is responsible for reviewing plans, performing inspections of buildings under construction and enforcing municipal codes. This position will assist Department staff by answering phone calls, taking inspection requests, handling electronic and paper document files, performing computer data entry tasks, including updating records and managing computer files.

Preferred candidate would have working knowledge of spreadsheets in Excel. Applicant must have basic Microsoft Office skills and experience with data entry.

Applicant must be a minimum of 18 years old and be working towards a degree. Hourly rate is \$15.00 per hour.

Qualified candidates are encouraged to submit an online **seasonal application** for employment available on the Village's website at [www.vah.com](http://www.vah.com). Applications will also be accepted via mail: Human Resources, Village of Arlington Heights, 33 S. Arlington Heights Road, Arlington Heights, IL 60005; or e-mail to: [jobs@vah.com](mailto:jobs@vah.com). The fax number is 847-368-5990. This position is open until filled. Internet access is available at all local libraries. For more information concerning the Village of Arlington Heights, please visit our website at [www.vah.com](http://www.vah.com).

#### **Please Post**

***The Village of Arlington Heights is an equal opportunity employer and strives to be a welcoming and inclusive place for all, improving how we recruit, empower, and retain the most diverse and very best talent, ensuring careers in public service will continue to attract the brightest for coming generations.***

***Any offer of employment is conditional upon passing a pre-employment drug screen.***