



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. This position works closely with the Building & Zoning Inspector, Building Official, Fire Marshal, Village Engineer, and the Village's third party plan review/inspection consultants. In a typical year the Building Division issues approximately 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 assesses permit completeness at the time of submittal, routes permit applications to appropriate staff for review, monitors the status of permit and contractor license applications, issuance and expiration, and calculates permit fees. This position helps customers understand the Village's permit process, requirements, and fees. This is a fast-paced position in a small organization where teamwork, organizational skills, a strong work ethic, and reliability are key. The Village recently implemented Land and License Management software and the Permit Clerk is an integral part of utilizing the software to create operating efficiencies and enhanced customer service. Computer literacy and a focus on providing excellent external and internal customer service are critical for this position. Candidates should expect to work in an office environment as a remote work assignment is not available for this position.

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 18 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 is preferred; and
- Valid Illinois Driver's License.

The salary range for this full-time, non-exempt position is \$48,750-\$63,943 plus excellent benefits. Starting salary DOQ. Hours are generally 8:00 a.m. to 5:00 p.m., Monday through Friday; with evening hours once per month as needed to assist with the Village's local adjudication hearing.

Questions regarding the position should be directed to Sara Phyfer at spyfer@vrf.us. Qualified candidates should submit a resume, cover letter and three professional at vrf.us/careers. 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.