



TRUSTEES

JUDY ABRAHAM

SHEILA

PATRICIA CHAO-MALAVE

JUDY

ANDREA SENIOR

JARRY SHELBY

Village of Broadview

Municipal Building

2350 South 25th Avenue • Broadview, Illinois 60155-3800

1-708-681-3600 • FAX 1-708-681-2018

KATRINA R. THOMPSON, President (Mayor)

VILLAGE CLERK
KEVIN MCGRIER

VILLAGE ADMINISTRATOR
LETISA JONES

FINANCE
THOMAS HOOD, CPA

TREASURER
SOUTH CENTRAL
CAPITAL GROUP, LLC

VILLAGE ATTORNEYS
DEL GALDO LAW
GROUP, LLC

POSITION: Part-Time Building Administrative Clerk

SALARY: \$15 per hour depending on qualifications.

APPLY BY: downloading an application from our Village website: www.broadview-il.gov. Submit completed application to LeTisa Jones, Village Administrator at ljones@broadview-il.gov. Position is open until filled.

JOB SUMMARY: The Village of Broadview Building Department is seeking candidates for a part-time position in the Building Department.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:

Part-time position performs assisting the Building Commissioner with filing business license and contractor registrations. Performs data entry into accounting software and reporting. Completes office duties such as typing, copying, filing, mailing inter-office and certified mail. Answers incoming calls and assists visitors. Receive payments for various building services, such as business licenses, electrical permits and more. Equipment used includes, but is not limited to, personal computer with a Windows operating system, Microsoft Office, printer, copy machine, fax machine and calculator.

The hours for this position varies Monday – Friday.

SELECTION: Candidate screening process may consist of an application review, interviews, background check and qualifying pre-employment drug screen.