

POSITION: Part-Time Administrative Clerk – Building Department

SALARY: \$15 per hour depending on qualifications.

APPLY BY: downloading an application from our Village website: www.broadview-il.gov.

Position is open until filled. If you have any questions please contact LeTisa Jones, Village Administrator, ljones@broadview-il.gov

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, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.