



**TRUSTEES**

**JUDY ABRAHAM**

**SHEILA ARMOUR**

**PATRICIA CHAO-MALAVE**

**JUDY MILLER**

**ANDREA SENIOR**

**JOHN TIERNEY**

# **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 DIRECTOR**  
TIMOTHY HICKS, CPA

**TREASURER**  
THOMAS HOOD

**VILLAGE ATTORNEYS**  
DEL GALDO LAW  
GROUP, LLC

**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](http://www.broadview-il.gov). Position is open until filled. If you have any questions please contact LeTisa Jones, Village Administrator, [ljones@broadview-il.gov](mailto: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.