

Job Opportunity: Building Department Clerk/Secretary - Village of North Randall

The Village of North Randall is currently seeking a detail-oriented and motivated individual to fill the role of Full-Time/Part-Time Building Department Clerk/Secretary.

Responsibilities:

- Directly engage with the general public, residents, property owners, and construction contractors.
- Perform general clerical and secretarial duties, including record-keeping and providing customer assistance to support the Building Department.
- Collaborate closely with the Building Commissioner and building inspectors to schedule inspections and accurately input data into the computer system.
- Maintain records related to issuing building permits, contractor registrations, and applications for Planning Commission Conditional Use and Variance, among others.
- Process permit applications, collect fees, and prepare summarized reports for deposit by the Finance Department.
- Communicate directly with North Randall citizens, providing guidance and direction to all applicants.
- Receive, document, and respond to inquiries and complaints from residents and the business community.

Requirements:

- High school diploma or equivalent.
- Proficient in computer applications such as Microsoft Word, Excel, and general office equipment.
- Knowledge of general accounting, payments, deposits, and spreadsheet maintenance.
- Strong communication skills, including effective telephone, email, written, and in-person customer service.
- Ability to maintain strict confidentiality.
- Answer telephone calls to the Building Department and Economic Development Office.
- Previous experience in a similar role within a municipal government office is highly preferred.

Compensation:

- Full-Time: \$42,000 to \$50,000 annually (depending on experience)
- Part-Time: \$16.00 to \$22.00 per hour

We offer a competitive salary, excellent benefits, paid vacation and holidays, and participation in the PERS retirement plan.

To apply, please visit our online application portal:

[\(https://northrandall.com/village-of-north-randall-employment-application/\)](https://northrandall.com/village-of-north-randall-employment-application/)

Join our team and contribute to the success of the Village of North Randall!