



Village of River Grove

Building Administrative Clerk

Position Summary:

This full-time position is within the Building Department of the Village; it requires an energetic, detail oriented person with excellent language, grammar and communication skills who can handle many responsibilities. Must have the ability to work with the public and execute impeccable customer service.

Essential Duties and Responsibilities:

- Customer service to walk-in and call-in traffic, accurately entering various information into computer databases
- Data entry and preparing department correspondence and communications
- Work as an ambassador for the Village of River Grove
- Answering a multi-line telephone system and screen telephone calls answering resident's questions
- General administrative support; inputting and preparing
- Present a professional demeanor and be a reliable and punctual employee
- Provide exceptional customer service and problem solving to all residents and visitors
- Must be able to read and write in English, and fluency in Spanish and/or Polish preferred
- Must be proficient with Windows, MS Office and Excel, Word, Power Point, LOCIS and other computer knowledge is helpful
- Other duties include but are not limited to knowledge and executing of:
 - Permit inquiries
 - Permit processing
 - Building complaints
 - Violation notices
 - Plat of survey files
 - Contractor license processing
 - Contractor files
 - Active and archive permit files
 - Completing Property transfer, Exempt, and rental dwelling applications
 - Filing
 - Scheduling inspections

- Preparing inspection reports
 - Following up on Building Department programs
- Work hours include Monday-Friday and half days on Saturday. Overtime work is as operations require
- This position reports to the Building Department Director

Qualifications:

- Knowledge of English usage, spelling, grammar and punctuation principals
- Knowledge of modern office methods, practices, procedures and computer equipment.
- Must have the ability to ensure the highest class in customer service and provide to internal and external customers. Must embrace, support and promote the Village's core values, beliefs and culture.
- Must possess the ability to make arithmetical calculation quickly and accurately and maintain accurate records and files
- Work Independently in the absence of supervision
- Communicate clearly and concisely both orally and in writing
- Present a professional demeanor and be a reliable and punctual employee
- Work and collaborate with other departments within the Village

Physical Requirements:

- Sitting, standing, walking and use of hands as needed.
- Should be able to lift and or move up to 25 pounds.
- Specific vision abilities required include close, distance, color, peripheral, as well as depth perception and the ability to adjust focus.

EEO Statement: The Village of River Grove is an equal opportunity employer that seeks qualified applicants for employment in available positions without unlawful regard to the applicants' race, color, sex, religion, age, or ethnic origin. Applicants with qualified disabilities will be reasonably accommodated upon prior notification. Employment positions with the Village of River Grove are identified on below, and current employment opportunities