

## **Building Department Clerk**

The Village of Franklin Park is seeking a professional, dependable individual for the position of Clerk in the Building Department. This position is responsible for various building department processes i.e. multi dwelling registrations, issuing building permits and contractor licenses, and requires strong communication and organizational skills, the ability to multi-task and the desire to serve the public.

### **Skill Set / Educational Requirements:**

- Excellent telephone skills
- Ability to multi-task
- Willingness to take on jobs and expand the duties of the position
- Must be able to interact with the public including residents, business owners, real estate agents and various governmental agencies
- Proficiency in Microsoft office suite and willing to learn the Village's software programs.
- Must be able to work independently and exercise discretion and judgment for various situations.
- Must be detail oriented.
- Requires three years of secretarial experience or college equivalent
- Excellent customer service skills
- Bilingual (Polish and / or Spanish) is preferred
- Salary \$42,600

Please send, fax or email your resume to: Lisa Anthony, Director Human Resources & Operations. Village of Franklin Park, 9500 Belmont Ave. Franklin Park, IL 60131. Fax: (847) 671-0221. Email: [resumes@vofp.com](mailto:resumes@vofp.com). The Village of Franklin Park is an equal opportunity employer.