



# JOB POSTING

**January 6, 2021**

The City of Country Club Hills is now accepting applications for the following **Part-Time** vacancy

## **BUILDING DEPARTMENT CLERK**

### **Minimum Qualifications:**

#### *Education/Experience/Training*

- High School Diploma or equivalent (GED)
- 2 years of relevant office experience
- Municipal experience preferred
- Previous Customer Service experience preferred
- Banking/Cashier experience preferred

### **Skills/Abilities:**

- Proficient in Microsoft Office products (Word, Excel, PowerPoint)
- Excellent verbal communication skills
- Knowledge of mathematical concepts/principles
- Ability to complete tasks amidst constant interruptions
- Accurately multi-task

### **Position Overview**

- 28 hours per week/shift work

### **Essential Duties/Responsibilities:**

- Serve as Front Desk Cashier
- Respond to customer inquires via front desk, phone and email
- Maintain electronic and manual files
- Assist customers with permit applications
- Assist contractors with the licensing process
- Process payments for building department collections
- All duties as assigned

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, frequently talk, hear, use hands and fingers to feel, handle and operate objects or controls, sit for long periods of time and occasionally bend, stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 30 pounds.

## **APPLICATION DEADLINE IS January 29, 2021**

If you are interested, please submit a completed application to Patricia D. Hutson, (phutson@countryclubhills.org), City Clerk, City of Country Club Hills, 4200 W. 183<sup>rd</sup> Street, Country Club Hills, IL 60478, on or before 5:00pm on January 29, 2021. **EOE M/F/D/V/SO**