



COMMUNITY DEVELOPMENT LICENSE/PERMIT CLERK

The Village of Wheeling seeks a full-time License/Permit Clerk to provide administrative, clerical, and support activities for the Community Development Department.

The License/Permit Clerk will primarily support activities related to the intake and management of construction permits; manages tasks associated with the contractor registration program; maintains database and issuance of permits and certificate of occupancies; coordinates fee intake, invoicing and refunds. The position will provide coordination with residents, businesses, contractors, architects, and other Village staff; involves extensive public contact both in person and through telephone and electronic communication.

A strong customer/citizen service orientation is a must with the ability to interact positively with others. Requires a High school diploma or equivalent with supplemental courses in general office practices; a minimum of three (3) years of experience, including public contact, and varied administrative support to management; an equivalent combination of related experience and education may be considered. International Code Council (ICC) Permit Technician Certificate is desirable but not required. Starting salary \$54,658. Salary range \$54,658-\$73,248.

For additional information and to apply for the position, visit the Village of Wheeling's website at <https://il-wheeling.civicplushrms.com/careers/>

Application deadline: March 24, 2024.

The Village of Wheeling is an Equal Opportunity Employer (EOE).

