



January 26, 2024

**PERMIT CLERK - Part Time  
COMMUNITY DEVELOPMENT DEPARTMENT  
VILLAGE OF WINNETKA**

The Permit Clerk assists the Permit and Customer Service Supervisor with providing support to the Community Development Department in the coordination of processing and tracking building permit applications, from acceptance to issuance; scheduling of inspections; answering inquiries and explaining permit requirements to the public; assisting with departmental communications, including website content; serves as a Freedom of Information Act (FOIA) officer; assists with the acceptance and processing of zoning, subdivision and other special approval applications; and provides routine clerical and administrative support.

**Essential Functions:**

- Examine submitted building permit application materials to ensure completeness of submittals.
- Answer inquiries from contractors, property owners, architects, etc. regarding building permit applications, approval processes, and code requirements.
- Maintain records of all applications, inspections, and all other correspondence for each permit application, including ensuring permit file is current with respect to revisions or supplemental documentation received.
- Schedule inspection appointments, review daily inspection sheets and enter reports of inspection results into the database. Answer inquiries regarding the status of inspection activities.
- Receive the public, answer telephones, and deliver mail, messages, and faxes to personnel in departmental offices. Respond to telephone and visitor inquiries or redirect calls to appropriate personnel for response and/or resolution.
- Process Freedom of Information Act requests made to the Department.
- File documents and manage office filing systems and historical documents.
- Perform other duties as assigned.

**Minimum Qualifications:**

- Graduation from high school or GED equivalent.
- Two (2) minimum administrative experience or comparable training.
- Knowledge of municipal permits and zoning compliance review strongly preferred.
- ICC Permit Technician certification or Zoning certification preferred.

The weekly work schedule is normally 20 hours in duration, however, may be altered or extended in the event of emergency, personnel shortage or workload. The position may require occasional evening or weekend work in conjunction with assisting with public meetings and open houses.

**Hourly Rate Range:** \$25.75 - \$36.26, depending on qualifications.

**Position is Open Until Filled.**

Applications must be completed online at [www.villageofwinnetka.org](http://www.villageofwinnetka.org).

*For questions or assistance, please contact Ann Eriksson, Human Resources Manager, at (847) 716-3546 or [aeriksson@winnetka.org](mailto:aeriksson@winnetka.org).*

***Equal Opportunity Employer***