



JOB DESCRIPTION

Department: Community Development / Village Hall

Location Village Hall: 21801 Torrence Ave

Job Title: Admin Assistant

Classification: Non -Exempt -Full Time

Pay: \$15.38 hourly

SUMMARY

Provide assistant to walk-in and phone Community Development customers. Direct customers to the appropriate department for assistance as needed. This position requires a self-starter, multi-tasker, good time manager and ability to perform job assignments with minimal supervision. Prompt and regular attendance is required for this position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assist customers with Building Permit Applications
- Generate permits on the computer including but not limited to Fence, Deck, Roof
- Contact customers when permits are ready to be picked up
- Assist customers with Code Enforcement Complaints
- Create agenda packets for Board, Planning & Zoning and Board of Adjustment
- Assist customers with Zoning Request Applications
- Provide proper Notice of Zoning Requests as set-forth in the Illinois State Statutes
- Schedule appointments and meetings for the VA and Community Development Director
- Serve as Point of Contact for Community Development Department
- General secretarial duties
- Perform other additional duties as assigned

PERIPHERAL DUTIES

- Makes appropriate decisions for proper customer service
- Abides by all standards, conduct and policies, as stated in the Personnel Policies and Procedures Manual

QUALIFICATIONS

Education, Licensure, or Certification

- Minimum High School Diploma/GED
- Some college preferred

Experience, Specialized Knowledge, and Other Requirements

- Familiarity with Sauk Village area
- Customer Relations
- Must demonstrate a high level of integrity and confidentiality
- Experience with Microsoft Word, Excel and Outlook

Knowledge, Skills and Abilities – With or without accommodations

- Knowledge of policies, procedures, and general functions of a municipal government.

Physical Requirements

- Essential job functions of this position require a significant amount of walking, standing, listening, communicating, sitting, transcribing, typing, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. and lifting and carrying a range of weight up to 25 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works inside under typical office conditions. The employee regularly sits for extended periods. The noise level in the work environment is usually quiet.

SUMMARY

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the job duties and physical requirements of this position.

Employee

Date

Village of Sauk Village is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.