Job Title: Building Permit Technician  
Position Type: Full-Time

Salary: $10.25-$12.15/hour

ABOUT BLUE ISLAND: Blue Island (population 23,706) is located just outside the City of Chicago’s corporate limits and forms part of the south suburban area. From a regional perspective, Blue Island is strategically positioned in the heart of the region’s transportation infrastructure. The City is home to an extensive network of freight and commuter railroads, waterways, Interstate highways, and is accessible from Midway International Airport and O’Hare International Airport. These attributes connect the City to the region and country, opening its door to unique economic and physical development opportunities. On a variety of fronts the City is making strides to better capitalize on these attributes.

NATURE OF WORK: The successful candidate must be an ambitious, self-reliant, and focused individual to perform a wide range of administrative functions that require problem solving skills under minimal direction. Must be a team player and have the ability to handle sensitive information and maintain perspective under pressure.

TYPICAL DUTIES, include but are not limited to: Receives and responds to phone calls and visitors and assists customers by answering questions, providing information or directing to appropriate staff members. Organizes, establishes and maintains record keeping system for department correspondence, documents, materials or records as needed. Handles personnel or other administrative forms for department and forwards for processing as needed. Attend nightly meetings, take notes, and create minutes. Assembles, distributes and collects forms, applications and general information requested by visitors and the general public. Receives, sorts, and distributes incoming mail and processes outgoing mail. Performs Communicate (written, verbal) to other departments to coordinate cross-department activities. Performs other related duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

• High School Diploma or G.E.D. equivalency
• Two (2) years of retail/customer service experience needed
• Excellent communication skills in oral and written form
• Understand appropriate filing and recordkeeping systems
• Creative energy, self-starting, ability to manage multiple assignments with an attention to details; needs to write meeting minutes
• Ability to work individually and as a member of a team
• Bilingual (SPANISH)
• Knowledgeable in Microsoft Suite i.e. Outlook, Word, etc., SmartFusion
• Agree to study and pass the Permit Technician certification test within six months of employment with the City

HOW TO APPLY: To be considered applicants should send resume to: DW, HR Generalist, dwzraz@cityofblueisland.org with the subject PERMIT TECHNICIAN RECRUITMENT.

Position will remain open until filled. EOE