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**VILLAGE OF LEMONT, ILLINOIS
BUILDING PERMIT TECHNICIAN
JOB ANNOUNCEMENT**

The Village of Lemont seeks qualified applicants for the full-time position of Building Permit Technician. The Building Permit Technician role includes reviewing and processing building permit applications using computer software. Other duties are assembling documents for approval and proper filing, responding to inquiries, scheduling inspections, and performing other departmental related clerical and administrative tasks. The position reports to the Building Commissioner who manages the Building Division of the Village's Community Development Department. The position also assists the Economic and Community Development Director and consulting planner.

The preferred candidate will have a high-school diploma with one to three years of general office or customer service experience preferably in a municipal government/Community Development setting; or any equivalent combination of training and experience, which provides the necessary knowledge, skills and ability to perform the position.

The starting pay rate of this full-time non-exempt position is \$42,444, with the opportunity for periodic merit pay increases and market adjustments. The Village offers a comprehensive benefits package including single and family health, dental and vision insurance, IMRF pension, and paid time off.

To apply send your resume and cover letter with three professional references to the Human Resources Manager at spatrianakos@lemont.il.us or 418 Main St., Lemont, IL 60439. Resumes and cover letters are reviewed upon receipt. The position remains open until filled. The Village is an Equal Opportunity Employer.

More about Lemont: Located 25 miles southwest of Chicago, Lemont (pop. 17,629) is a growing community with roots dating back to the 1830's. With rolling hills, three waterways, numerous walking trails and bike paths, and a historic downtown, Lemont offers a unique setting and scenic atmosphere. Its proximity to three major highways makes Lemont a prime destination for business development. Metra's Heritage Corridor commuter line provides a convenient transportation link to the City of Chicago. Excellent public schools attract families to settle in Lemont, and the Village was recognized as the fastest growing suburb in southwest suburban Cook County. Locally owned downtown shops, uptown stores, numerous restaurants, an outdoor adventure park and nearby forest preserves provide many entertainment and recreational opportunities. Come join the Village of Lemont, which is in leading the way in residential and commercial development.

In 2021 Lemont processed over 1,200 building permits, including 105 single-family homes, and conducted over 5,400 inspections. The rapid rate of residential and commercial development makes Lemont an exciting place in which to work, reside, visit or start a business. With its natural resources and convenient location, Lemont continues to attract new development and spark site redevelopment. The Building Division plays an important role in promoting property safety while creating a customer friendly environment that encourages both businesses and families to locate here. The Village will recently launched a new online permitting program, and hopes to attract a candidate with related technology experience and interest.