



City of Naperville
Employment Opportunity

Job Title:	Permit Assistant (3514)
Closing Date:	When Filled
Salary:	\$23.7794 - \$26.1573 per hour
Job Type:	<input type="text"/>
Location:	<input type="text"/> Naperville, Illinois
Department:	<input type="text"/>

Job Description:

The City of Naperville seeks a Permit Assistant to be a member of the Permitting Team in the Building and Code Enforcement Division of the TED Business Group. This position is responsible for processing small/miscellaneous commercial and residential building permits from start to finish. The role is customer service oriented and requires a complete understanding of the permit process. Permit Assistants accept applications, ensure completeness of submittal, route for technical review, compile and deliver review comments, assess fees, verify payments, issue permits, schedule inspections, issue Certificates of Occupancy/ Completion, and close out permits. Permit Assistants also serve as the front-line respondents for general building permit questions submitted through the Building Permit phone line and email.

Permit Assistants work closely with the Lead Permit Technician and other members of the Permit Team as well as permit reviewers from various City departments, building inspectors and code enforcement officers. Permit Technicians also interact with the general public, developers, design professionals and contractors on a daily basis.

The anticipated hiring range for this position is \$23.7794 - \$26.1573 per hour commensurate with credentials and experience. The Pay Grade for this position is N210. For additional information, [click here](#).

Responsibilities:

- Acts as the front-line contact for the building permit phone line and email account to assist the general public, developers, consultants, attorneys, and contractors with the proper information as it relates to the building permit process. Appropriately forwards questions including but not limited to planning, engineering, transportation, development review, code enforcement, and inspections.
- Schedules building permit inspections.
- Engages and responds to property owners, developers, design professionals, and contractors to ensure complete and accurate permit submittals.
- Establishes and maintains effective working relationships with all City departments and outside review agencies.
- Performs administrative tasks relating to small/miscellaneous building permits and development processes related to these permits.
- Assists in the processing of agreements, which may include (but are not limited to) easement encroachments and covenants.
- Conducts simple building and planning reviews on an as needed basis.
- Assists with training co-workers on processes and procedures.
- Generates reports and summaries as they pertain to any service team within the TED Business Group utilizing department software and computer programs.
- Creates, maintains, and generates records and reports.
- Performs administrative tasks relating to building permits and associated project development processes.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a respectful and effective workplace environment.
- Performs all other duties as assigned.

Qualifications:

Required:

- High school diploma or equivalent.
- At least one year of experience in municipal government, customer service, construction administrative support, or a related field.
- Equivalent combinations of education and experience may be substituted.

Preferred:

- Knowledge of building permit processes and/or building construction.
- International Code Council (ICC) Permit Technician certification (must obtain within 24 months of hire).
- Experience working in Tyler EPL (EnerGov) or similar permitting software.
- Experience working in BlueBeam or a similar plan review software.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 153,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

[Click here](#) to learn more about the benefits offered by the City of Naperville.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.