



**Village of Glenwood
Job Posting
For
Fire Department Inspectional Services Secretary
Posting Extended**

The Village of Glenwood, Illinois, is located in Northeastern Illinois, County of Cook, is a diverse community of 9,052 residents (Census 2013), which is in close proximity to a major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the Chicago Southland approximately 23 miles south of the Chicago central business district.

Incorporated in 1872, and operating under the President/Board of Trustees form of government, the Village of Glenwood is currently seeking a Fire Department Inspectional Services Secretary.

Under supervision from the Fire Chief, the Building Department Secretary will perform the duties of which include working with building contractors, real estate companies, and residents. Will field telephone calls, public contact and schedule inspections. Will perform all duties as assigned by the Fire Chief or his or her designee.

The person that holds this position will be responsible for assisting in all other areas of the administrative office, including but not limited to cashier, sorting of mail assisting residents (i.e. issue and record vehicle stickers, issue animal licenses, register voters), answer phones and any other duties as need. These duties are oversee by the Finance Director with concurrence of the Fire Chief.

The successful candidate will have expertise in Microsoft Office and a minimum of 2 years of relevant experience, The annual salary range for the position is \$35,000-\$40,000. The Village's excellent employee benefits package includes medical insurance, Illinois Municipal Retirement Fund Pension participation, sick, vacation and holiday benefits.

Only emailed packets (application, cover letter and resume with 4 professional references) will be accepted. To apply, email a completed packet to Sandy Chandler, Human Resources schandler@villageofglenwood.com no later than 9/9/2020.

Applicant submittals should be a single pdf document titled with only first and last name.



JOB DESCRIPTION

Title: Fire Department Inspectional Services Secretary

FLSA Status: Non Exempt

Effective Date: 8/19/2020

GENERAL PURPOSE

Under supervision from the Fire Chief, the Building Department Secretary will perform the duties of which include working with building contractors, real estate companies, and residents. Will field telephone calls, public contact and schedule inspections. Will perform all duties as assigned by the Fire Chief or his or her designee.

The person that holds this position will be responsible for assisting in all other areas of the administrative office, including but not limited to cashier, sorting of mail assisting residents (i.e. issue and record vehicle stickers, issue animal licenses, register voters), answer phones and any other duties as need. These duties are oversee by the Finance Director with concurrence of the Fire Chief.

ESSENTIAL FUNCTIONS:

- Issues Contractor Licenses, which will include calculating and accepting the fees
- Issues Building Permits, which will include calculating and accepting the fees
- Schedules Inspections, and notify the Inspectors of all scheduled inspections
- Issue Real Estate Transfer Stamps, Exempt Stamps and collect the fees for the transfer stamps
- Prepare and send out annual pool inspection letters
- Prepare and send out annual renter inspections
- Prepare & maintain court fines documents
- Attend monthly court hearings
- Filing Reports
- Fire Department Record Keeping
- Prepare FOIA reports as assigned by the FOIA Officer
- Prepare and send out landlord crime free housing letters
- Process POS inspections and maintain corresponding escrow documents
- Handle collection resolutions
- Record and follow up with property maintenance complaints
- Mail court summons for constituents in violation of the village code of ordinances
- Utilize municipal court systems and other appropriate database for safe and efficient record keeping
- Orchestrate Zoning Commission meetings and advertise accordingly
- Participation and implementation of new processes to streamline operations

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; stoop, kneel, or crouch.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The Village may be a busy facility. The Office Support Worker may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents, clients, and contractors. The Office Support Worker may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required task.

Equipment

Phone	Computer	Credit Card Machine
Copier/Fax	Cash Register	