Village of River Forest
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

Position Opening – Administrative Clerk – Permit Technician

River Forest, IL (11,717) – The Village of River Forest is seeking a motivated individual with a positive attitude for the position of Full Time Administrative Clerk – Permit Technician in the Building Department. This position works closely with the Building & Zoning Inspector, Building Official, Fire Marshal, Village Engineer, and the Village's third-party plan review and inspection consultants. In a typical year the Building Department issues approximately 650 permits and conducts roughly 1,400 inspections.

This position is responsible for supporting and coordinating the permit lifecycle for the Building & Zoning Department using digital permitting systems (Lama). The Permit Technician serves as the primary point of contact for applicants and contractors, ensuring complete and accurate application submittals, facilitating workflow progression, and maintaining official permit records. This role emphasizes customer service, digital system management, and process coordination rather than traditional clerical functions.

This position helps customers understand the Village's permit process, requirements, and fees. This is a fast-paced position in a small organization where teamwork, organizational skills, a strong work ethic, and reliability are key. Computer literacy and a focus on providing excellent external and internal customer service are critical for this position. The Village has a collaborative, team-focused culture, and provides opportunities for professional growth. Candidates should expect to work in an office environment as a remote work assignment is not available for this position.

Minimum Education, Experience & Training

- High school diploma or equivalent required;
- Two to three (2–3) years of experience in municipal permitting, administrative coordination, or a related field preferred;
- Experience working with digital permitting systems strongly preferred;

Special Requirements, Licenses or Certifications

- Permit Technician certification (preferred) through the International Code Council (ICC) or attainable within 24 months of hire.

The salary range for this full-time, non-exempt position is $52,001-$75,198. Starting salary DOQ. Hours are generally 8:00 a.m. to 4:30 p.m., Monday through Friday. The Village offers excellent benefits, including health, dental, vision and life insurance, employee assistance program, 457 retirement plans, and IMRF Pension plan.

Qualified applicants should submit a completed Village of River Forest "Application for Employment". River Forest employment applications can be found at www.vrf.us/careers. The position will remain open until filled. The selected individual will be required to submit to a pre-employment physical, drug screen, and background check. The Village of River Forest is an equal opportunity employer.