

Building Inspection/Zoning Assistant

The Village of Slinger has a great opportunity to join our staff. We are looking for a Part-Time Building Inspection/Zoning Assistant. (15hrs/week, \$20/hr.)

Applicants should have excellent communication and organizational skills, ability to deal with customers at the front desk, work positively with others as well as independently and handle a variety of administrative/office support duties.

Applicant will be the primary contact person with residents, builders, and others. Applicant will process permit applications and collect permit fees, draft correspondence, memos, and reports, operate standard office equipment, and complete other administrative duties as assigned.

A High School Degree or G.E.D. and three years of experience as an Administrative Assistant or similar office position is required.

Must be able to operate a computer with basic software (Word, Excel, Power Point, Access) along with specialized permit-tracking programs. The position requires strong customer service skills, the ability to convey information and direct citizens to other resources (internally or externally) and the ability to communicate effectively both orally and in writing.

Interested applicants should submit a cover letter, resume, and application to Village of Slinger HR, 300 Slinger Road, Slinger WI 53086 or email tennies@vi.slinger.wi.gov. Applications are available online (www.vi.slinger.wi.gov) or at the Village Hall. Position open until filled. The Village of Slinger is an equal opportunity employer.