The Kendall County Planning, Building and Zoning Department seeks a detail oriented individual to work as the Part-Time Office Assistant (Zoning). The successful candidate provides administrative and clerical support to the Planning, Building and Zoning Department and coordinates and conducts various administrative activities related to planning, building and zoning and related committees. Applicants should possess a minimum high diploma or GED and be able to work afternoons and some evening meetings. The person should have strong organization skills and be able to communicate effectively, both orally and in writing, with staff and the general public. The employee should possess the ability to listen, understand information and ideas and work effectively with departmental county personnel, local elected officials, and local economic development officials and have computer knowledge of MS Word, Excel, Outlook, Project, and Power Point. A basic understanding and reading of maps is also required.

To apply, please send a resume along with a completed application located below and return it to Matt Asselmeier at masselmeier@co.kendall.il.us or mail it to:
Attn: Matt Asselmeier
Planning, Building, and Zoning Department
111 West Fox Street
Yorkville IL 60560


Click here for application