

Community Development Department - Summer Intern

The Village of Palatine is seeking a Summer Intern within the Community Development Department.

Description: This Summer Intern position will assist the Community Development Department with a variety of tasks, including enforcement of the Village's Code of Ordinances and Zoning Code, property maintenance, and other duties related to the Department's day-to-day operations.

Essential Job Functions: The job's essential functions include, but are not limited to, the following: Conducts site visits to identify code violations (including issues related to property maintenance and zoning). Documents code violations, prepares notices, and assists with preparation for adjudication hearings. Participates in planning and conducting a community electronics recycling and document destruction event. Responds to inquiries concerning notices issued and services provided by the Community Development Department.

Physical Demands: Ability to tolerate indoor and outdoor conditions. Must have mobility to visit sites as needed, including walking, standing, bending, squatting, climbing, and occasionally lift and/or move up to 25 pounds.

Qualifications: Applicants must be 18 or older, with a minimum high school diploma or equivalent. Applicants should be enrolled in a college, university, or technical school program in Public Health, Planning & Zoning, Code Enforcement, Public Administration, or other related field. A valid driver's license is required.

Salary: \$15 - \$17 per hour (35 hours per week), depending on qualifications.

Hours: Monday – Friday, 8:00 AM to 4:00 PM

Employment Duration: Start early to mid-May 2022 (3 month position)

To Apply: Apply online at www.palatine.il.us to complete an application.

The Village of Palatine is an equal opportunity employer.