

Mercer County Zoning Officer – position

Duties and Responsibilities include:

Issue Building Permits

Rezone properties/according to Mercer County Zoning Ordinances

Answer phone calls, perform on-site visits (measure property)

Obtain information for cases in Assessments Office by searching info on the property record card, search in Recorder's office.

Knowledge of parcel numbers – Section, Township and Range, Quarter Section.

Prepare for Zoning meeting – type agenda, copy application with attached map, surveys and soil and water report along with publication in the Times Record and send to the 5 Zoning Board members with in the time allotted.

Send out renewals for Conditional Use Permits and collect fees.

Salary: \$12,000 per year

Send resume to: Mercer County Clerk, 100 SE 3rd Street, Aledo, IL 61231, by Friday, June 1, 2018.