Village of Palatine Jobs — Planning and Zoning Records Clerk — Palatine, IL, USA

Hiring organization
Village of Palatine

Employment Type

Industry
Local Government

Job Location
Palatine, IL, United States

Date posted
November 19, 2026

Valid through
2026-11-27

Description

For readers interested in Village of Palatine Jobs near Palatine, IL, USA, the Planning and Zoning Records Clerk path brings together tasks in village zoning administration. The responsibilities involve maintaining zoning application files, logging meeting notices and submissions, and organizing ordinance reference materials. Practical skills in zoning documents, planning administration, and data accuracy help teams stay organized and deliver reliable work.

Responsibilities

- Maintaining zoning application files.
- Logging meeting notices and submissions.
- Organizing ordinance reference materials.

Qualifications

- Working familiarity with zoning documents and planning administration.
- Comfortable with maintaining zoning application files and checking details before handover.
- Works carefully with sensitive information and follows established procedures.

Experience

Previous administrative or practical exposure to village zoning administration helps develop relevant judgment.

Skills

zoning documents, planning administration, data accuracy, Planning and Zoning Records Clerk

Career Information

Explore Village of Palatine career and organization information to find current openings and application instructions.