

ensures that all food service personnel are properly trained and licensed.

- ❖ **Building Department Secretary** - Performs multiple duties for the Building Commissioner and the Department to ensure that all records, permits, and inspections are logged into the computer and properly filed. She also prepares monthly reports of permits and Occupancy Certificates issued by the Village to the County tax assessor through the Lyons Township Assessor's office and to the U. S. Census Bureau. In addition to monthly reporting, she assists contractors in completing their registration applications and issuing their work cards; assists residents in completing their permit applications; and prepares all court documents for the department. She processes all bond money to be returned to residents and contractors; prepares all purchase orders for the Department; answers and fields telephone calls; reads Sidwell and flood plain information for residents and real estate agents; processes information for sales inspections; and performs customer service in the reception area.