DEPARTMENT OF BUILDING AND ZONING
OF COOK COUNTY, ILLINOIS

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Internship Opportunity
Cook County Department of Building and Zoning

Job Description

The Cook County Department of Building and Zoning has an immediate opening for an intern position for performing a variety of administrative tasks to support senior staff.

Typical duties will include:

- Provide assistance to the Zoning Administrator as assigned.
- Help in processing workflows for different modules.
- Search and process General Business License requests for conformance with Zoning.
- Assist in Plan Review when needed.

Candidates must work well as part of a project team, pay close attention to detail and accuracy, exhibit self-motivation and problem solving skills, and possess strong quantitative and interpretive abilities. Experience with Microsoft Office Suite is a must. Knowledge of computer applications in planning and geographic information systems is beneficial.

Qualifications: Graduate Student in Engineering, Planning, Public Policy, Geographic Information System or a related field; evidence of strong oral and written communications skills; proven experience with spreadsheet/database management and usage; familiarity with mapping software helpful.

Internship Duration - 12 months

The candidates are needed for a minimum of 20 hours per week and the time committed must be in a minimum of a block of 4 hours.