

Jersey County Government

Job Opening: Chief Deputy Code Administrator

The Jersey County Code Administrator's Office, located in Jerseyville, Illinois, is seeking a **full-time Chief Deputy Code Administrator** to provide support in administering building permits and performing essential office and field duties. This position will assist the Code Administrator in daily operations and help ensure compliance with county codes and regulations.

How to Apply:

Résumés may be submitted to:

Jersey County Code Administrator's Office

200 N Lafayette St, Suite 6, Jerseyville, IL 62052

Applications will be accepted until March 4, 2026.

To see a full description of job responsibilities visit the Jersey County Code Administrators office located on the second floor of the Jersey County Government Building.

Jersey County Government is an Equal Opportunity Employer.

Key Responsibilities:

- Assist in the review, processing, and issuance of building permits
- Support the Code Administrator with inspections, code enforcement, and reporting
- Perform general office and administrative duties, including recordkeeping and correspondence
- Provide customer service to residents, contractors, and developers regarding code and permitting questions
- Assist with research, grant applications, and related projects as assigned
- Carry out other tasks necessary to support the functions of the Code Administrator's office

Qualifications:

- High school diploma or equivalent required; associate or bachelor's degree in urban planning, public administration, or related field preferred
- Previous experience in code enforcement, permitting, construction, planning, or office administration preferred
- Strong organizational, communication, and customer service skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to learn and use GIS mapping systems and permitting software
- Knowledge of local zoning, building, and safety codes is a plus
- Must hold a valid driver's license

Compensation & Benefits:

- This position is part of the Collective Bargaining Agreement with the United Steelworkers Union
- 35-hour work week
- Illinois Municipal Retirement Fund (IMRF)
- Health, dental, and vision insurance
- Paid time off includes vacation, sick days, personal and paid holidays