

Date: 10/22/26

Town of Highland
Notice of Available Position

The Town of Highland Building & Inspection/Planning Department is seeking a highly organized, detail oriented, motivated individual for the position of **Full-time Building & Inspection Clerk**.

This position involves the use of a cash register, typewriter, desktop computer, computer applications such as Microsoft Word, Excel & Outlook as well as special application software licensed to the Town from a propriety vendor. Candidates need to possess excellent interpersonal communication skills. Relevant work experience necessary. Previous Administrative Assistant work experience preferred but not necessary. Current work schedule involves forty (40) hours a week, Monday through Friday, 8:15 am-4:45pm. Salary: Current hourly rate \$22.34. Benefits are also available per the Town of Highland Benefit Plan.

POSITION SUMMARY: This descriptive summary is subject to revision. At the direction of the Building Commissioner/Zoning Administrator, and the Building & Inspection Secretary, Candidates responsibilities include, but not limited to answering the telephone calls, directs messages to the staff. Responds to questions and complaints. Maintains and organizes general department files on contractors, licenses, business registrations, permits issued, inspections performed, citations filed, etc. Reviews applications for and issues building, electrical, plumbing, HVAC permits, sewer taps, water taps, water meters, contractor, business and amusement licenses. Works with other Municipal departments. Receives, sorts and distributes mail. Assists in Budget preparation, Coordinate's Building Department software management with software Co./IT Director. Plan Commission, and/or BZA Recording Secretary, which involves receiving and processing filed petitions, prepares for meetings, (agenda's/notices), records and prepares minutes of meetings (Note: extra monthly stipend paid).

Interested individuals can obtain an employment application by going to the Town's website. Navigate to Government/Clerk Treasurer/Applications & forms. Submit the completed application with resume to the Town of Highland Building Department, 3333 Ridge Rd., Highland, In., 46322



Town of Highland Employment Application

APPLICANT INFORMATION															
Last Name						First				M.I.		Date			
Street Address									Apartment/Unit #						
City						State					Zip Code				
Phone						E-mail Address									
Date Available					Full or Part-Time						Desired Salary				
Position Applied for															
Are you at least 18 years of age?				YES ☐		NO ☐		Do you have a valid drivers' license?				YES ☐		NO ☐	
Are you a citizen of the United States?				YES ☐		NO ☐		If no, are you authorized to work in the U.S.?				YES ☐		NO ☐	
Have you ever worked for this company?				YES ☐		NO ☐		If so, when?							
Have you ever been convicted of a felony?				YES ☐		NO ☐		If yes, explain							
EDUCATION															
High School						Address									
Years Attended						Did you graduate?		YES ☐		NO ☐		Degree			
College						Address									
Years Attended						Did you graduate?		YES ☐		NO ☐		Degree			
Other						Address									
Years Attended						Did you graduate?		YES ☐		NO ☐		Degree			
REFERENCES															
<i>Please list three professional references.</i>															
Full Name						Relationship									
Company						Phone		()							
Address															
Full Name						Relationship									
Company						Phone		()							
Address															
Full Name						Relationship									

Company					Phone	()	
Address							
PREVIOUS EMPLOYMENT							
Company					Phone	()	
Address					Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES ☐	NO ☐		
Company					Phone	()	
Address					Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES ☐	NO ☐		
Company					Phone	()	
Address					Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?				YES ☐	NO ☐		
MILITARY SERVICE							
Branch					From		To
Rank at Discharge					Type of Discharge		
If other than honorable, explain							
DISCLAIMER AND SIGNATURE							
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.							
Signature					Date		