



THE CITY OF JOLIET IS NOW ACCEPTING APPLICATIONS FOR BUSINESS SERVICES SPECIALIST

REQUIREMENTS

- ✓ Proficiency with Microsoft 365 (Word, Excel, Outlook, Teams), records systems; data entry accuracy and basic reporting/analytics.
- ✓ Strong customer service orientation: skilled in facilitation, meeting preparation, note-taking, and action tracking with diverse stakeholders, including small businesses and neighborhood groups.
- ✓ High School Diploma/GED supplemented by two years of experience in Customer Service. Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- ✓ Establish and maintain effective relationships with Business Owners, Neighborhood Organizations and HOA's.

JOB DESCRIPTION



Under general supervision of the Business Services Supervisor, the Business Services Specialist assists with day-to-day business licensing, assures enforcement of business registration/licensing and related codes, regulations, and ordinances of the City of Joliet, and serves as a liaison to local businesses and merchant associations. The role blends technical registration and licensing support with proactive outreach—connecting businesses to City resources to improve compliance and customer experience.

Salary range \$53,438–\$85,112 per year with excellent benefits.

Applications will be reviewed as received.

TO APPLY AND LEARN MORE



Please visit <https://www.joliet.gov> for more information and to apply.