

JOB POSTING

March 4, 2021



The City of Country Club Hills is now accepting applications for the following **Part-Time** vacancy.

RECORDS CLERK (POLICE DEPARTMENT)

Minimum Qualifications:

Education/Experience/Training

- High School Diploma or equivalent (GED)

Skills/Abilities:

- Strong written and oral communication
- Detailed oriented
- Highly organized
- Strong computer skills
- Strong customer service
- Heavy phone usage

Position Overview

- Pay \$15.50 per hour
- 28 hours per week/shift work
- IMRF eligible

Essential Duties/Responsibilities:

Writing and Communication

Strong written and oral communication skills are vital for a police records clerk.

Organizational Skills

A police records clerk must be highly organized. The records clerk will manage all police files, including accident reports and public information requests. The records clerk may be in charge of keeping track of all lost and found items and fingerprint records. For some departments, the records clerk must also run background checks, obtain files from other police and law enforcement agencies and make sure all fees owed to the police department have been paid. All these duties require a high degree of organization.

Computer Skills

A police records clerk works frequently on the computer. The records clerk will often maintain an online file of accident reports and be in charge of retrieving police information from a computer database whenever needed. The records clerk is often in charge of running online record checks and reviewing arrest records, tasks that require familiarity with computers and software.

Customer Service Skills

The records clerk answers telephones, helps visitors fill out police forms and answers public requests for information. Because a police records clerk can be the public face of a police department, the records clerk needs good interpersonal skills, including patience and the ability to listen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, frequently talk, hear, use hands and fingers to feel, handle and operate objects or controls, sit for long periods of time and occasionally bend, stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 30 pounds.

If you are interested, please submit a completed application to Patricia D. Hutson, (phutson@countryclubhills.org), City Clerk, City of Country Club Hills, 4200 W. 183rd Street, Country Club Hills, IL 60478, on or before 5:00pm on March 19, 2021. **EOE M/F/D/V/SO**