



JOB POSTING

September 17, 2025

The **City of Country Club Hills** is now accepting applications for the following **PART-TIME** position vacancy:

RECORDS CLERK

Position Summary: The Records Clerk performs duties aimed at assisting in the effective and efficient operation of the Police Records Department. These tasks and responsibilities afford relief to Department administrators by providing valuable clerical support.

Essential Duties/Responsibilities:

- Responsible for collection, data entry, dissemination, and storage of all official records and materials submitted from within the department to the records management system relating to criminal activity/offenses, traffic-related activities, in all services provided by the Department
- Performs data entry and storage tasks as required by the circuit court for coordination of Court-related matters
- Responsible for file maintenance of all criminal and local warrants issued by the court, and any other assignments as necessary to fulfill the oath of Deputy Clerk of the Circuit Court
- Distribute offense and complaint reports to various agencies, departments or other pertinent destinations
- Performs general office duties including but not limited to typing, filing and answering the telephone
- Provide filings, reports and records to individuals, agencies and appropriate entities in accordance with department policies
- Update and maintain arrest cards/records information
- Complete quarter rest packets for officers and transmits adult and juvenile court records to the appropriate Court
- Performs record checks for other agencies
- Process all parking tickets, traffic tickets and red light violations
- Process bonds and expunged orders
- Monitors prisoners in custody via monitors
- Monitors login radio traffic to ensure the safety of CSO's and officers
- Auditing of all LEADS entries as needed
- Secures driver abstracts from State of Illinois and notifies Secretary of State of DUI arrests
- Prepare spreadsheets as needed, maintains electronic and manual files
- Performs other duties as required

Required Skills/Abilities:

- Proficient with Microsoft Office Suite
- Excellent verbal and written communication skills
- Ability to follow written and oral instructions and work within a chain of command
- Ability to exercise sound judgment
- Ability to work with and maintain confidential documents

Education and Experience Requirements:

- High school diploma or equivalent required (GED)
- Some college preferred
- Previous experience working in police records departments preferred
- Obtain and maintain a minimum certification of full access LEADS
- Must pass reference checks, background, and medical screenings
- Possess a valid Driver's License

Physical Requirements:

To successfully perform the essential functions of the job, the employee must be able to stand, walk, and kneel. The employee must be able to see, hear, use hands and fingers to feel grasp, handle and operate objects or controls and physically able to lift and/or move up to 10 lbs at a time. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of the job.

Work Environment:

The duties of this job will be performed primarily in an office settings. The noise level in the work environment is moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Salary Range: \$17/hour

Shifts: Midnights (11pm -7am), Weekends, and Holidays

Benefits Offered: Part-time positions are not eligible for benefits

APPLICATION DEADLINE IS SEPTEMBER 28, 2025

If you would like to apply for this position, please submit a completed application and resume in PDF to Nikki Cody, HR Director, City of Country Club Hills, 4200 W. 183rd Street, Country Club Hills, IL 60478 or via email ncody@countryclubhills.org. Applications available online at www.countryclubhills.org. The City of Country Club Hills is an Equal Opportunity Employer (EOE).

Revised 9/17/2025

