



JOB POSTING

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 provide relief to Department administrators by providing valuable administrative and documentation 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 filing 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 assigned

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 judgement
- Ability to work with and maintain confidential documents

Required Minimum Qualifications/Education/ Experience:

- High school diploma or equivalent required (GED)
- Some college preferred
- Previous experience working in police records departments **(plus)**
- Must possess a valid Driver's License
- Must successfully pass drug and background check in accordance with company policy

Physical Requirements:

- To successfully perform the essential functions of the job, the employee must be able to stand, walk, and kneel. 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 10lbs at a time.
- Must be able to spend majority of time in ticket booth and able to sit/stand for extended periods of time.

Work Environment:

- The duties of this job will be performed primarily in an office setting. The noise level in the work environment is moderate.

Salary Range: \$17/hour - \$19/hour (based on experience)

Shifts: Afternoon + Midnight shifts available

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

APPLICATION DEADLINE IS OPEN UNTIL FILLED

If you would like to apply for this position, please submit a completed application and resume to resumes@countryclubhills.org or drop off at City Hall, 4200 W. 183rd Street. Employment applications are available online at www.countryclubhills.org under Human Resources.

EOE M/F/D/V/SO