

PART-TIME CIVILIAN CALL TAKER
FOREST PARK, IL

The Forest Park Police Department, seeks a Part-Time Civilian Information Management Call Taker. Eligible candidates will be required to pass an aptitude test and an extensive background check. Qualifications include high school diploma (or equivalent), good verbal and written skills, working knowledge of the computer and Windows, ability to type accurately, a good working knowledge of the English language, the ability to treat customers and co-workers in a polite manner and the ability to work under pressure and meet deadlines. Data entry skills and experience answering telephones/operating a switchboard are preferred.

EVENING AND OVERNIGHT HOURS ARE MANDATORY.

Open until filled. \$18.70/hour. Applications are available at Village Hall, 517 Desplaines Ave. and should be returned Attn: Vanessa Beelmonte, Village Clerk, Village of Forest Park, 517 Des Plaines Avenue, Forest Park, IL 60130. Email: vbelmonte@forestpark.net.