CIVILIAN INFORMATION MANAGEMENT RECORDS and DESK CLERK

POLICE DEPARTMENT

REPORTS TO: Police Department Administrative Lieutenant

Job Summary:

This is a full-time, rotating shift, clerical position in the Police Department and this person will function as a member of the Police Department support staff team.

RESPONSIBILITIES AND DUTIES:

Administrative duties, including telephone and walk-up customer service for non-emergency police matters, data entry and processing, file maintenance, general office functions, preparation and mailing of delinquent notices and other administrative duties as assigned. Cross-training to other department positions is required. Ability to complete various work-related training programs/certifications required.

DESIRED POSITION QUALIFICATIONS

Working knowledge of computer, Microsoft Word and Excel, ability to type (keyboard) accurately and operate office equipment. Good working knowledge of English language, ability to work under pressure and meet deadlines, adherence to Village and Police Department policies and procedures, ability to treat customers and co-workers in a polite manner as an ambassador of the Village of Forest Park.

Candidates will be required to pass an aptitude and skills test and an extensive background check. Qualifications include high school diploma (or equivalent) and good verbal and written skills. HOLIDAY, EVENING AND OVERNIGHT HOURS ARE MANDATORY.

Starting Salary $38,982 annually. Open until filled. Applications are available at Village Hall, 517 Desplaines Ave. and should be returned Attn: Rachell Entler, Village Administrator, Village of Forest Park, 517 Des Plaines Avenue, Forest Park, IL 60130. Email: rentler@forestpark.net.