



Police Records Clerk

Email: jobs@minooka.com

Job Title: Police Records Clerk

Job Location: Village of Minooka, 121 E. McEvilly Rd., Minooka, IL

Over 18 Required: Yes

Employment: Full Time

Rate: \$55,000 Year

Benefits: Illinois Municipal Retirement Fund (IMRF) Pension / Medical, Dental and Vision Insurance / Paid Holiday, Vacation, Personal and Sick Days

Job Description:

The Village of Minooka is seeking a full-time Records Clerk for the Police Department.

The Police Records Clerk is a civilian position that requires an outgoing individual who has attention to detail, strong oral and written communication skills, is comfortable in a fast-paced environment, is able to work independently and as a team. The Records Clerk performs a variety of routine, complex, and confidential clerical work; including but not limited to answering non-emergency phone lines, providing walk-in public assistance, data entry, scanning of all police reports, and providing support to Police Personnel.

Minimum Requirements:

- High School Diploma or equivalent
- Clerical/Administrative experience preferred
- Advanced Computer Skills
- Proficient in Microsoft applications (Word, Outlook and Excel)
- Excellent customer service skills
- Pass an extensive background check into local, state and federal agencies

To Apply:

Submit cover letter and resume by October 27, 2025 via email to jobs@minooka.com.

The Village of Minooka is an Equal Opportunity Employer and will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor. To ensure the broadest range of services to individuals with disabilities, The Village of Minooka is prepared to make necessary arrangements if requested in advance.