

Part Time Police Records Clerk

Email: info@minooka.com

Job Title: Part-Time Police Records Clerk

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

Over 18 Required: Yes

Employment: Part Time

Job Description:

Part-Time Police Records Clerk is a civilian position that requires an individual who has attention to detail, is comfortable in a fast-paced position and able to work independently within a team environment. The Part Time Police Records Clerk performs a wide variety of technical and clerical law enforcement support duties while maintaining confidentiality. The position 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. The part time records clerk must demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties and other duties as required.

This position requires approximately 29 hours a week. The hours are flexible during the Police Departments normal business hours, M-F 8am-4:30pm. Additional hours may be required due to training, vacations, and emergency situations.

Minimum Requirements:

- High School Diploma or equivalent
- 2 years or more 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

Submit cover letter and resume by June 14th via email to info@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.