

Village of South Barrington - **Police Department Records Clerk**

The Village of South Barrington is an exceptional community. For this reason, the South Barrington Police Department is seeking exceptional candidates who desire an active, challenging and unique career where they can make a difference within the Village of South Barrington as a **Police Department Records Clerk**.

- Are you a difference maker who thrives in a busy office with a desire to learn and jump in where needed when your daily tasks are finished?
- Are you an impact player who likes to work in a fast paced environment with shifting priorities and deadlines where no two days are the same?
- Are you a team player who enjoys being part of a team environment but able to work independently?

If this sounds like you, we would like to talk with you about joining our team as a **Records Clerk!**

The main responsibilities of the **Records Clerk** position include collection, processing, dissemination and storage of all reports of Criminal, Traffic and Service related activity as submitted by all units of the Department. The **Records Clerk** performs data entry and storage tasks as required by the Circuit Court, coordination of court related matters as well as responsible for file maintenance of all criminal and local warrants issue by the court and any other assignments, including general office duties, and as necessary to fulfill the oath of Deputy Clerk of the Circuit Court.

This is a position which requires someone who is highly detailed, takes their work extremely seriously and holds themselves to high standards all the time.

Records Clerk Qualifications:

- High School diploma (or equivalent)
- Knowledge and practical application of personal computer
- Familiar with computer software programs and applications
- Functional understanding and previous exposure to modern office equipment and machines
- Practical or trained knowledge of business English and letter forms

We are looking for impact players and difference makers and for the right **Records Clerk** we offer a competitive hourly rate based on experience. Starting salary \$21.00 per hour.

The first step in the process for applying for a position with the Village of South Barrington Police Department is completing a Culture Index survey which will take less than ten minutes. In addition to reviewing the applicant's qualifications and experience, we are using the Culture Index instrument to help better identify overall "fit" and how individuals prefer to be managed, motivated and communicated with. Simply copy and paste the following link into your browser and press enter:

<https://portal.cultureindex.com/public/survey/general/wkt2OV08u8>

After completing the Culture Index survey, please complete a Village of South Barrington application form (available on the Village website at www.southbarrington.org). Submit your application with a cover letter and resume by email to RecordsClerkApp@southbarrington.org by 4:00 P.M. on Friday, January 29, to receive prompt consideration. To expedite the process, e-mail is the preferred form of communication. Please provide a current e-mail address for this purpose. Incomplete applications will not be considered.

- Serious Applicants Only