



**City of Wood Dale
Police Department Records Specialist**

The City of Wood Dale (population 13,770) is seeking a full-time Police Records Specialist. This position is responsible for police records and clerical office functions requiring knowledge of departmental procedures. Work includes maintaining records and files; entering computer data and completion of related reports; providing general clerical support; responding to inquiries in person or by telephone; and performing related work as required. The Records Specialist may serve as jail matron, and promotes and maintains responsive community relations.

The successful candidate must possess knowledge of business English, grammar, and punctuation; knowledge of standard office practices, procedures, equipment, and clerical techniques; knowledge of methods and equipment used in computerized data entry; and some knowledge of the operations, rules, and regulations pertaining to the field of criminal justice.

High school diploma or GED is required. Clerical experience in a police department is preferred, though an equivalent combination of training and experience may be substituted. This position reports directly to the Support Services Manager.

The starting salary for the Records Specialist is \$42,843 DOQ. Benefits include Illinois Municipal Retirement Fund; paid vacation and sick leave accrual; medical, dental, vision and life insurance.

This position is open until filled with first review of applications beginning December 10. Applications are available on the City website and at City Hall. Please email employment@wooddale.com for a detailed job description; applicants are required to have read the description before applying.

Interested candidates should download and complete an application and submit this along with a resume and cover letter via email to employment@wooddale.com or in person.

The City of Wood Dale is an Equal Opportunity Employer