



*At the Heart of Community*

OFFICE OF THE VILLAGE MANAGER  
Human Resources Division

70 East Main Street  
Lake Zurich, Illinois 60047

(847) 438-5141  
LakeZurich.org

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September 15, 2019

## **JOB POSTING**

### **Police Records Clerk**

Grade 4, Range: \$21.24 per hour – \$29.40 per hour  
FLSA Code: Non-Exempt

### **POSITION**

The Village of Lake Zurich has an immediate need for qualified candidates for the position of Full-Time Records Clerk. Records Clerks are a non-sworn, professional member of the Police Department and serve as the central point of contact for the Village, department and public regarding Police Records.

### **ESSENTIAL FUNCTIONS**

Under direct supervision, performs a variety of maintenance, compilation, retrieval and distribution of official police documents and information; and performs related duties as assigned.

- Assists general public, departmental personnel and representatives from other agencies in obtaining police related information.
- Reviews, inputs, and processes police related documents in Records Management System and responds to requests for documents from various departments.
- Maintains organized and accurate filing system.
- Reviews and processes requests for background checks.
- Processes arrest data and mail requests and review responses for quality; completes daily productivity reports.
- Organizes materials according to priority; refers to established procedural guidelines in carrying out assignments.
- Maintains and produces police related documents for various reviews; distribute printed copies; updates various police reports; accesses, enters and integrates data.
- Updates local, state and federal computer databases.

### **QUALIFICATIONS**

High School Diploma or GED and two (2) years clerical experience, or any equivalent combination of training and experience. Experience with Tyler Technologies/New World Records Management Solution packages, CALEA Accreditation, and FOIA preferred.

## **PHYSICAL REQUIREMENTS**

Work involves light work generally in an office setting. There is frequent need to sit, stand, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday.

## **BENEFITS**

- Medical, dental, and vision insurance
- Paid life insurance
- Paid Holidays
- 4 paid personal days
- Paid vacation time
- Paid sick time
- Participation in Illinois Municipal Retirement Fund (IMRF)

## **PROCESS**

Apply with resume and cover letter to: Human Resources, Village of Lake Zurich, 70 E. Main St., Lake Zurich, IL 60047, or e-mail [hr@lakezurich.org](mailto:hr@lakezurich.org). Position open until filled.

The Village of Lake Zurich complies with all federal and state laws regarding discrimination and equal employment opportunity.