

**The Village of Lombard is seeking a qualified candidate for the position of full time Front Desk Clerk for the Lombard Police Department. Front desk personnel perform a variety of duties in order to provide responsive, courteous and efficient service to police/village personnel and the general public. The primary duties include but are not limited to:**

- **provide phone reception for a multi-line phone system**
- **monitor patrol radio traffic and respond to requests for information**
- **monitor building and village campus video cameras**
- **create a summary log of reports submitted by the patrol division**
- **accept payment of fees or fines for administrative tows, parking citations and report requests**
- **operate LEADS state records system to enter, modify, update, and retrieve data regarding persons, vehicle and property records**
- **respond to and resolve in person citizen inquires and/or complaints**

**Front Desk personnel utilize several computer programs including MS Office and LEADS. This position requires excellent communication and organizational skills. Candidates must be able to work in a fast paced environment with the ability to multitask. Qualified candidates must possess a high school diploma or equivalent with one to two years of clerical/customer service experience; or any equivalent combination of education, training and experience that provides the requisite knowledge skills and abilities for this position. Candidates must acquire full LEADS certification and NIMS compliance within 6 months of hiring. Hours for the position are 2:45 pm – 11:00 pm, Monday – Friday. Starting hourly rate is \$21.24. Bilingual candidates are encouraged to apply. Submit a completed application and a resume by Friday, January 3, 2020 to: Village of Lombard, 255 E. Wilson Lombard, Illinois 60148, fax: (630) 620-8222, or email: [hr@villageoflombard.org](mailto:hr@villageoflombard.org).**

**EQUAL OPPORTUNITY EMPLOYER**