



Police Records Clerk

POSTED ON SEPTEMBER 16, 2020 AND WILL REMAIN OPEN UNTIL FILLED.

Overview:

The Village of Antioch is seeking qualified applicants for the position of Full-Time Records Clerk. Under the general supervision of the Police Records Supervisor, the Records Clerk is responsible for assisting in the maintenance and security of all police records and responding to public in requests in a courteous, knowledgeable, and confidential manner. This position will also perform tasks such as data entry; preparing court folders, documents, and other correspondence; distributing mail and other key documents; and making copies of police reports.

Essential functions include assisting the general public, departmental personnel and representatives from other agencies in obtaining police related information; review, input and process police related documents in records management system; review and processing of requests for background checks; processing arrest data; maintenance of police related documents for various reviews; and updating local, state and federal computer databases.

Qualifications:

Minimum of High School diploma or GED, and two years of clerical experience, or any equivalent combination of training and experience required. Experience with Tyler Technologies/New World Records Management Solution packages, expungements and FOIA Requests preferred.

Salary & Benefits:

The hourly hiring rate is \$17.94. An excellent benefits package is available.

How to Apply:

Interested applicants should submit a completed application (available on our website); cover letter and resume to:

Village of Antioch
Attn: Lori Romine, Human Resources
874 Main St
Antioch, IL 60002
Or email to:
lromine@antioch.il.gov

Equal Opportunity Employer:

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.