

VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

Gary Grasso
Mayor

Karen J. Thomas
Village Clerk

J. Douglas Pollock
Village Administrator

JOB OPENING
FULL-TIME POLICE RECORDS DATA CLERK I

APPLICATION DEADLINE: October 11, 2019

The Burr Ridge Police Department is seeking qualified applicants for the Full-Time position of Records Data Clerk I. This position includes answering non-emergency phone lines and providing direct assistance to the public and other Village Employees; as well as performing a variety of general clerical work including data entry; scanning, photocopying and filing documents that are confidential in nature.

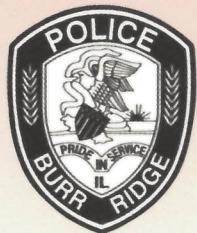
Minimum qualifications:

- High school diploma or equivalent.
- Valid Illinois driver's license.
- Excellent Data Entry skills and proficiency in modern business applications; including but not limited to: Microsoft Outlook, Word, Excel, and Access Database.
- Excellent oral and written communication skills.
- Visual and hearing acuity equivalence to perform competencies.
- Ability to successfully complete the Department's screening process; including a criminal background check and pre-employment medical exam and drug testing.

This is a non-union, non-exempt, forty hours per week position with an excellent benefit package including: health, dental, life insurance, IMRF pension, paid vacation, holidays and sick days. Hours of work are: Monday through Friday 8am – 5pm. Candidates should be flexible and able to work additional hours to cover short staffing. The starting pay is \$19.46/hour.

Applications are available online at www.burr-ridge.gov or at the Police Department. Interested candidates should submit a cover letter, resume and employment application to: Burr Ridge Police Department, 7700 County Line Rd Burr Ridge, IL 60527 or submit via email to: Employment@Burr-Ridge.gov

The Village of Burr Ridge is an Equal Opportunity Employer.



POLICE DEPARTMENT
John W. Madden
Chief of Police

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