

VILLAGE OF SKOKIE EMPLOYMENT OPPORTUNITIES

Medical Insurance
Dental Insurance
IMRF Retirement Benefits
Social Security Retirement Benefits

Vacation & Sick Leave
Group Life Insurance
Credit Union
Deferred Compensation Plan

Notice of Accepting Applications for the Position of:

RECORDS CLERK POLICE DEPARTMENT – Full Time

Annual Salary \$44,601 - \$56,923

Range:

**Brief
Description
of Duties:**

The Records Section is responsible for the collection, organization, retention, and retrieval of all incidents brought to the attention of the Police Department. The Records Clerk is responsible for transferring information to the Police Department computer system, recording final case dispositions, filing hard copies of all incident reports and providing information to authorized personnel, agencies and citizens. In addition, the Records Clerk performs other clerical services such as preparing monthly reports and other duties, as assigned.

**Required
Training and
Knowledge:**

At least two years of diversified office experience with considerable skill in maintaining records and files and the ability to follow written and verbal instructions. Knowledge of modern office procedures, methods and computer equipment. Must be able to establish and maintain effective working relationships with peers and the general public.

**Application
Process:**

To be considered for this position you MUST submit a completed Village of Skokie Application for Employment by November 15, 2019 to: Village of Skokie Personnel Office, 5127 Oakton St., Skokie, IL 60077 or email to Human.Resources@skokie.org. Applications are available on the Skokie Jobs page at www.skokie.org. Faxes are not accepted.

APPLICATION DEADLINE: November 15, 2019

THE VILLAGE OF SKOKIE IS AN EQUAL OPPORTUNITY EMPLOYER