



# Position Announcement

## Records Clerk

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10987 Main Street, Huntley, Illinois 60142 • 847-515-5200 • [www.huntley.il.us](http://www.huntley.il.us)

The Village of Huntley, a vibrant, growing community of 27,440 residents located in southern McHenry County and northern Kane County, is seeking applicants with excellent data entry and customer service skills for the position of Records Clerk in the Police Department.

**General Duties:** This position is responsible for performing a wide variety of routine, complex and confidential clerical duties related to the maintenance of Police Department records. Responsibilities include maintaining and updating reports in the Department's record managing system; answering non-emergency phone lines and providing direct assistance to the public and other Village employees; performing record checks, processing payments, subpoenas and expungements; processing all facets of parking citations; electronically transmitting tickets and complaints to the Circuit Court Clerk; assisting in the preparation of a variety of statistical reports.

**Requirements:** Graduation from high school or equivalent; minimum of two years of clerical experience requiring record keeping and public contact. Previous work experience in law enforcement or public safety preferred, but not required. The position requires the ability to work independently and be a self-starter under minimal supervision; effectively manage time, solve problems and exercise good judgement; interpret and apply federal, state, and Village ordinances and department policies and procedures. Must demonstrate excellent written and oral communication skills, including the ability to convey empathy and understanding under various conditions.

**Compensation:** The salary range for this position starts at \$19.24 per hour depending on qualifications with a comprehensive benefits package, including participation in the Illinois Municipal Retirement Fund.

**Hours:** Forty (40) hours per week, Monday – Friday between the hours of 8:30 a.m. – 5:00 p.m.

**To Apply:** Interested candidates are required to complete and submit a Village of Huntley employment application. Applications can be downloaded from the Village's website at [www.huntley.il.us](http://www.huntley.il.us).

Completed applications can also be submitted to: Human Resources 10987 Main Street, Huntley, IL 60142; faxed to (847) 515-5232 or emailed to: [humanresources@huntley.il.us](mailto:humanresources@huntley.il.us). Position open through January 20, 2020 or until filled.

**Post Offer Requirements:** Completion of a pre-employment physical and drug screen, along with a criminal background check is required. Position requires a valid Illinois driver's license and the ability to lift up to 25 pounds.

**The Village of Huntley is an Equal Opportunity Employer**