



Position Recruitment Notification For Internal & External Candidates

Job Classification:	Police Records Clerk
Department/Division	Police Department
Employment Status:	Full-time
Hourly Salary/Grade:	\$20.3622/hr; Pay Grade: 4
FLSA:	Non-Exempt
Union:	SEIU
Employment Commission:	N/A
Deadline for Application:	Open Until Filled, first review 9/20/24

POSITION SUMMARY:

This is a single class position under direction of the Police Records Supervisor. This position will perform a wide variety of specialized clerical duties in support of the Police Department including processing and maintaining documents, correspondence and coding reports; and to provide information and assistance to the public.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=671288324>

For additional information on the position visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



POLICE RECORDS CLERK

Union: SEIU

FLSA: Non-exempt

Pay Grade: 4

Hours: 37.5 per week

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of specialized clerical duties in support of the Police Department including processing and maintaining documents, correspondence and coding reports; and to provide information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Records Supervisor.

EXAMPLES OF DUTIES - Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential duties and responsibilities

1. Compile, enter, record and file a wide variety of police records, reports and materials including memos, letters, reports, complaints, booking information, restraining orders, citations and fingerprint cards.
2. Maintain the Department's warrant system, including research and recall; track and maintain documentation on attempts to serve; access information from the computerized warrant system; send warrants to other agencies upon request; enter information into LEADS system.
3. Counts and reconciles monies received for bonds.
4. Process, sort, file, copy and distribute crime reports, traffic reports, citations, petitions, and other materials to appropriate personnel; enter data into computer system.
5. Maintain a variety of police record filing systems including field interrogations and bicycle registration; prepare and maintain legible, concise and understandable activity logs.



POLICE RECORDS CLERK

6. Codes police and traffic reports.
7. Compile data from records or other information as requested; inform officers of pertinent information as related to other Village departments, other police departments or other agencies.
8. Post, record, file and issue receipts to the cashier relating to the collection of various fees.
9. Compile and process arrest packages for court filings including jail paperwork, citations, and bailing's.

Other important responsibilities and duties:

1. Assist Department personnel and the public in person and by phone including retrieve information and files; mail out requested reports to outside agencies, provide general information regarding Department policies, procedures and regulations.
2. Operate a computer terminal and printer to type, enter, modify and retrieve a wide variety of police reports and records, memos, letters and other material.
3. Maintain a variety of logs including traffic accident logs and logs of all stolen, recovered, stored, or impounded vehicles.
4. Research records and criminal histories for police officers upon request.
5. May be subpoenaed into court to address or clarify employee-initiated actions.
6. Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Principles and procedures of record keeping.
- Modern office methods, practices, procedures and computer equipment.
- Services and activities of a law enforcement agency.
- Organization, procedures and operations of a law enforcement agency. Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Ensure best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.
- Perform the full range of specialized public safety clerical work under minimal supervision.



POLICE RECORDS CLERK

- Correctly interpret and apply the laws, codes, policies and procedures related to the processing of law enforcement documents.
- Work courteously with the general public on the telephone or in person.
- Maintain accurate records and files.
- Make arithmetical calculations quickly and accurately.
- Operate a variety of office equipment including a computer terminal.
- Type at speed necessary for adequate job performance.
- Understand and carry out oral and written directions. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Appropriately interpret and apply laws, codes, policies and procedures related to the processing of law enforcement documents.
- Work independently in the absence of supervision.
- Work overtime as operations require.

- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment



POLICE RECORDS CLERK

Experience and Training Guidelines

Experience: Two years of experience as a records clerk responsible for entering data, preparing reports, ensuring the accuracy of information, applying rules and policies to information or related work. **AND**

Training: Equivalent to the completion of the twelfth grade supplemented by specialized clerical training.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position; work at a centralized public counter.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.