



Village of Glenwood
Job Posting
Part Time Records Clerk

The Village of Glenwood, Illinois, is located in Northeastern Illinois, County of Cook, is a diverse community of 9,052 residents (Census 2013), which is near a major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the Chicago Southland approximately 23 miles south of the Chicago central business district.

Incorporated in 1871 and operating under the President/Board of Trustees form of government, the Village of Glenwood is currently seeking a part time Records Clerk.

Under supervision from the Police Chief, maintaining paper files, computer files and associated databases for the Police Department. Processes and preserves police records and reports by compiling, analyzing, coding, and inputting data into the Spillman System, Local, State and Federal databases. Monitors prisoners for their safety and well-being; processes and maintains prisoner records. **This position requires holiday and weekend hours.**

The hourly rate 14.00 per hour.

To apply, email your resume, cover letter, and contact information for to schandler@villageofglenwood.com.

Post will remain open until filled.



JOB DESCRIPTION

Title: Records Clerk Police Department Part Time

FLSA Status: Non Exempt

Effective Date: 11/5/2021

GENERAL PURPOSE

Under supervision from the Police Chief or designee, maintaining paper files, computer files and associated databases for the Police Department. Processes and preserves police records and reports by compiling, analyzing, coding, and inputting data into the Spillman System, Local, State and Federal databases. Monitors prisoners for their safety and well-being; processes and maintains prisoner records. The person will be responsible for assisting in any other areas of the police records department as requested. **This position requires holiday and weekend hours.**

ESSENTIAL FUNCTIONS:

- Maintains all records and computer files associated with the Records Bureau.
- Inputs field, arrest, incident, traffic, contact cards and supplemental reports using a personal computer.
- Responds to inquires and request for information of technical and non technical nature.
- Locates, pulls, and copies reports for the general public.
- Collects fees for reports and fines and prepares receipts.
- Assists at the customer service window by answering questions and providing information to the public regarding police reports, fines and fees.
- Provides excellent customer service to the general public on the phone and in person at all times.
- Collects and provides the Chief of Police with data necessary for a variety of reports.
- Assists managing the Village Administrative Adjudication process with respect to record keeping for repots, parking fines and other Village fines and fees.
- Assists the Chief and Deputy Chief with matters involving reports, fines, fees, correspondence to the public or any clerical matter.
- Manage and maintain dispatch operations within the department and communicate with ECOM Regional Dispatch personnel.
- Maintains the department payroll records and completes the payroll for all police personnel, to include full and part-time personnel.
- Matron Duties

MINIMUM QUALIFICATIONS

1. Law Enforcement Agency Data System (LEADS 3.0) Certification (preferred)
2. Working knowledge of Microsoft 365



3. Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. To interpret a variety of instructions; written, oral, diagrammatic, or scheduled form.
4. Ability to work with basic mathematical calculations; to perform the four operations with like or common decimal fractions; to compute ratios, rate and percent and measures; to perform arithmetic operations involving all US monetary units.
5. Ability to read manuals (safety, instructional, etc.) professional journals, newspapers, financial reports, Village Ordinances, etc.
6. Must successfully pass a comprehensive background check.

WORK ENVIRONMENT

All work is performed in an office environment.