

VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

June 3, 2019

PRESIDENT

James Chmura

CLERK

Debra J. Budnik

TRUSTEES

Ursula A. Kucharski

Jacqueline Gregorio

Donald Gelsomino

Daniel Tannhauser

Jack Bielak

Bill Larson

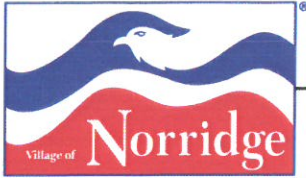
JOB POSTING:

FULL-TIME POLICE DEPT. RECORDS CLERK

Reporting directly to the Chief of Police, the candidate will be responsible for performing various clerical functions to include, but not limited to, collecting, filing and recording of police records and citations. The position will require interaction with the public. This is a full-time position, with benefits. Work hours are 9:00 AM to 5:00 PM, Monday through Friday.

Essential Duties and Responsibilities:

- Entering of parking citations and the record keeping of those citations;
- Receiving of payments for citation, copies of reports and FOIA requests;
- Balancing of daily money transactions and reporting to the Finance Department;
- Creating and submitting files to the Village's collection agency and acting as the Police Department's contact person for the collection agency;
- Maintaining and assigning of court files and court dates for the Village's Local Court Adjudication Program;
- Serving as the contact person for the Village's Theft Deterrent Program, Truancy Program and Underage Alcohol Abuse program as associated with the Local Adjudication System;
- Answering of police report and motor vehicle report requests from the public and insurance companies;
- Monthly reporting of all parking citations, payment totals and local court adjudication dispositions;
- Attending local court adjudication hearings and assisting the Adjudication Officer at the hearings; and
- Acting as administrator for the Village's alarm permitting system.



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Qualifications:

- High School degree or equivalent.
- Prior office experience, minimum of 3 years.
- Must be able to read, write, speak and comprehend the English language at a level consistent with the education requirements of the position.
- Must be professional, courteous and able to multi-task.
- Must be able to comprehend and interpret administrative and technical reports.
- Must possess strong interpersonal and communication skills, in person and via phone.
- Must possess basic typing skills.
- Ability to operate computers and pertinent Village and vendor software.
- Must have intermediate Microsoft Word, Excel and Outlook skills.
- Must have, or be able to obtain within three (3) months of employment, LEADS certification.
- Must demonstrate ability to maintain utmost confidentiality.
- Additional languages spoken considered a plus.
- Must comply with uniform dress code.

Salary: \$35,000-\$40,000 and will include health/dental/vision/pension and other benefits

Residency Requirement: Must maintain their place of abode within a 15 mile radius from the boundaries of the Village of Norridge within 6 months of successful completion of their probationary period

Applications may be mailed or hand delivered to:

Village of Norridge
c/o Joanna Skupien
4000 N. Olcott Ave.
Norridge, IL 60706

Please submit applications by 12:00 PM (noon), June 10, 2019 to be considered for the first round of interviews. Applications will continue to be accepted after that time, and interviewing will continue, until the position is filled.