



## VILLAGE OF HINSDALE POSITION DESCRIPTION

**POSITION:** Administrative Services Coordinator (Fire & Police)  
**DATE:** March 1, 2018  
**DEPARTMENT:** Fire & Police Departments  
**REPORTS TO:** Fire Chief and Deputy Police Chief  
**PAY GRADE:** Range: \$45,763 to \$66,540  
**FLSA STATUS:** NM320; Non-Exempt

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### **Position Purpose**

Performs administrative and analytical support services for the Fire Department and Police Department – Investigations Division.

### **Supervision**

None.

### **Job Duties**

#### **Essential Functions:**

##### ***Fire***

- Answers, screens and routes callers. Assists customers/visitors. Refers complaints and inquiries to appropriate personnel. Creates a variety of administrative and statistical material and correspondence.
- Prepares payroll reports for entire Department including timesheets for Village pay period and FLSA work period. Tracks overtime, vacation time, in lieu of holiday time, sick time, personal time, swap time and compensatory time. Maintains overtime breakdown reports.
- Coordinates with Public Information Officer to create and publish Fire Department information on the Village's website.
- Prepares accounts receivable and accounts payable information including preparing invoices for tollway ambulance and fire calls, sends information to Finance Department for false alarms, and processes information from EMS reports for ambulance billing.
- Assists with the preparation of the Fire Department budget and 5-year capital plan. Tracks budget expenditures.
- Maintains accurate filing systems, databases and spreadsheets.
- Arranges meetings and conferences, schedules appointments, and completes travel and conference arrangements. Assists with registering members for classes.

- Orders office supplies and equipment, coordinates repair services and maintains contracted service accounts.
- Releases appropriate information for subpoenas and freedom of information act (FOIA) requests.
- Schedules and coordinates meetings, station tours, block parties, school education programs, CPR training, and other events. Schedules alarm tests.
- Assists the Fire Chief with Board of Fire and Police Commission (BOFPC) processes.
- Assists in maintaining and updating the Comprehensive Emergency Management Program (CEMP) and Emergency Operations Field Guide.
- Prepares Fire Department monthly reports.
- Assists Fire Chief and Assistant Fire Chief with special projects as assigned.

### ***Police***

- Receives and directs all incoming telephone calls for the Investigations Division.
- Completes case reports, memos and letters for Deputy Chief of Administration and members of the Investigations Division.
- Prepares a monthly report for the Village Board. Compiles data from other officers and prepares data for the investigations summary, crime map, T2 chart, and Part 1 Crimes chart.
- Prepares quarterly Activity Measures for the Police Department.
- Prepares annual statistical reports for fiscal year.
- Fingerprints individuals for employment, immigration or adoption purposes, conceal carry licenses and Village liquor licenses.
- Completes requests for law enforcement data (record checks).
- Completes conceal carry applicants reviews weekly.
- Maintains department BLOCK WATCH program database and maps.
- Assists Investigators with follow-up on cases and subpoena preparation.
- Maintains arrestee information and arrest files, including adult and juvenile seals and expungements.
- Completes monthly crime index reporting to the Illinois State Police, plus annual employee verification.
- Manages the case management process for incidents referred to the Investigations Division.
- Creates case folders for each case assigned to an Investigator.
- Runs names in CLEAR or LEADS as needed. Maintains LEADS certification. Prints results from CLEAR weekly.
- Prepares monthly citizen survey postcards.
- Submits reports to the Illinois Department of Corrections about detainee populations in the holding facility.
- Maintains files for intake data sheets and prisoner lock-up reports.
- Requests records destruction as needed. Review files to be destroyed and maintains appropriate files.
- Reconciles arrest jackets with arrest report every other week.
- Verifies gun entries on LEADS verifications monthly and return to DuComm.

**Marginal Functions:**

- Other duties as assigned.

**Environmental Factors**

The work environment generally includes an office setting. The noise level is usually quiet.

**Physical Requirements**

Regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 20 pounds. Specific vision abilities include close vision and the ability to adjust focus.

**Knowledge, Skills and Abilities**

- Frequent contact with other Village employees, vendors, other government agencies, community groups and the public; must be able to communicate verbally and demonstrate good customer relations.
- Ability to research data and prepare written reports; must be able to communicate in writing.
- Ability to handle multiple tasks simultaneously and in a timely manner.
- Must be able to modify established processes and procedures due to changes in federal, state and local law and Village policy.
- Ability to establish and maintain satisfactory working relationships with Village personnel and the public.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.
- Ability to maintain confidential information.
- Extensive knowledge of office practices and procedures, terminology and equipment.
- Must be able to maintain accurate records. Must be skilled in file maintenance and organization.
- Ability to proof and edit reports and correspondence for grammar and readability.
- Ability to work with minimal supervision.

**Position Requirements**

- A Bachelor's degree with two to three years of responsible office administration experience or equivalent education and experience required.
- Strong computer software skills and communication skills (verbal and written) required. Strong knowledge of Microsoft Office (Word, Excel, Access, Publisher and PowerPoint) preferred.

**Safety Functions**

- Becomes familiar with and observes all applicable safety and security policies/procedures.

- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Recommends improvements to safety and security practices.
- Obeys and adheres to all safety rules and work practices.

**Benefits**

This position participates in the Illinois Municipal Retirement Fund (IMRF). This position includes full medical, dental and vision insurance benefits.

**Process**

The deadline to apply is ongoing. The selection process includes an application process, interview process, drug screening and background check. The position is expected to be filled immediately upon conclusion of the interview process and after background checks are completed.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: [hr@villageofhinsdale.org](mailto:hr@villageofhinsdale.org). Visit [www.villageofhinsdale.org/jobs](http://www.villageofhinsdale.org/jobs) for a job application. The Village is an EOE employer.