



## VILLAGE OF HINSDALE POSITION DESCRIPTION

**POSITION:** Part-Time Records Clerk  
**DATE:** June 14, 2017  
**DEPARTMENT:** Police Department  
**REPORTS TO:** Administrative Coordinator  
**PAY GRADE:** Part-Time (20 hours per week)  
**FLSA STATUS:** Non-Exempt  
**STARTING SALARY:** \$16.24/hour

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### Position Purpose

Responsible for administrative functions related to the creation and maintenance of police records and provides administrative support for the Police Department.

### Supervision Exercised

None.

### Job Duties

#### Essential Functions:

- Answers non-emergency incoming calls for the Police Department. Greets, refers, directs and informs callers. Refers callers to appropriate personnel.
- Assists Police Department visitors. Provides general information, provides records services, and receives payments. Refers visitors to appropriate personnel.
- Collects, counts and reconciles money received from cash receivables and bonds.
- Completes and mails out inter-office memoranda and certified mailings.
- Performs advanced data entry into various Police Department databases including the training, range, and vehicle databases.
- Communicates with County Clerk's office for preparation of court calls, officer trial calls and officer on-call availability.
- Maintains Police Department records systems. Compiles, sorts, copies and files police records. Responds to requests for Police Department records following established policies and procedures.
- Prepares reports as required.
- Performs routine office duties such as typing, copying and filing.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices.
- Aids in the coordination of the department's volunteer program and respective training related to the lobby greeters and records functions.
- Monitors and approves truck permits.

### **Marginal Functions**

- Performs Matron Duties as assigned.
- Assists with other Police Department projects.
- 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, stand and walk, use hands to finger, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stoop, kneel, and crouch. May lift and/or move up to 20 pounds. Specific vision abilities include close vision and ability to adjust focus.

Equipment used includes, but is not limited to, personal computer with a Windows operating system, Microsoft Office suite, printer, copy machine, fax machine and calculator.

### **Work Schedule**

The position is part-time and will average approximately 20 hours per week. The schedule is Monday through Friday, 4:30 p.m. to 8:30 p.m.

### **Safety Functions**

- Becomes familiar with and observe 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.

### **Knowledge, Skills and Abilities**

- Frequent contact with Police Department visitors, other Village employees; must be able to communicate verbally and demonstrate good customer relations.
- Ability to prepare reports as required. Must be able to communicate effectively in writing.
- Ability to operate modern office equipment including computers, copiers, printers, scanners, and facsimile machines.
- Ability to learn and adhere to Freedom of Information Act, IL Records Retention Act, Domestic Violence Orders of Protection, subpoena and expungement processes and procedures.
- Ability to learn and understand Police Department's field based reporting system, crash reporting program, parking software system, warrants and criminal history inquires in order to search, compile and categorize information for all requests while maintaining compliance with necessary procedures.

- Ability to learn, utilize, prepare and maintain police agency record keeping and filing systems.
- Ability to handle multiple tasks simultaneously and in a timely manner.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.
- Ability to reconcile payments received.
- Ability to deal with the public courteously and tactfully, and to convey concise and accurate explanations of policies and procedures.
- Ability to train other department personnel and volunteers in the performance of records duties and data-entry tasks as required.
- Ability to maintain confidential information.
- Some knowledge of the operations, rules, and regulations pertaining to the field of criminal justice.
- Ability to correctly interpret State Laws and Village Ordinances and to accurately convey the information to the public.
- Ability to work with minimal supervision.

### **Position Requirements**

- Education equivalent to a high school diploma required. One year experience in a similar position is required. Previous customer service experience is preferred.
- Intermediate computer software skills required. Strong knowledge of Microsoft Office Suite (including knowledge of Excel and Access) preferred.

### **Benefits**

There are no benefits associated with this position.

### **Process**

The selection process includes an application process, interview process, drug screening and background check. The position is open until filled. The position is expected to be filled as soon as the interview process and 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. No phone calls, please.