Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

Position Opening: Part-Time Police Records Clerk

The Village of River Forest seeks qualified applications for the position of Part-Time Records Clerk for the River Forest Police Department.

This position is responsible for specialized clerical work which includes processing subpoenas issued by the court, fulfilling law enforcement Freedom of Information Act (FOIA) requests, maintaining warrant files, preparing payroll records for police department employees, providing staff support at the Village's local adjudication hearings, entering, extracting and analyzing data for a variety of reports and records, and performing tasks which require computer literacy. This position also interacts heavily with the public, providing in-person, telephone, and e-mail assistance to customers.

This position requires an individual with excellent attention to detail, integrity, strong interpersonal and communication skills, a dedication to providing excellent customer service, ability to maintain effective working relationships, sound judgment and the ability to work independently with minimal supervision in a law enforcement team environment. A copy of the job description is available at www.vrf.us/careers.

Minimum Education, Experience & Training

- High school degree or GED certificate required. 30-60 hours post-high school education in criminal justice, business, government, or an equivalent field desired.
- LEADS certification preferred; successful candidate must be able to obtain LEADS certification within 30 days of employment.
- At least two years of experience in municipal office, law enforcement agency, or emergency dispatch center is preferred.

Position Information

- Position typically works 24 hours/week: Monday, Wednesday 10:30 am-4:30 pm; Thursday 12:30-4:30 pm; Friday 8 am-4:30 pm. Hours may be adjusted by the department; attendance at Monday evening and Wednesday morning adjudication hearings (typically two total per month) is mandatory.
- Wage range for this position is $22.64-29.69/hour with starting salary DOQ.

Qualified applicants should submit a completed Village of River Forest "Application for Employment" and PDF resume via email to apply@vrf.us. River Forest employment applications can be found at www.vrf.us/careers. The first review of application materials will be conducted October 14, 2019. The position will remain open until filled. The selected individual will be required to submit to a pre-employment physical, drug screen, and background check. The Village of River Forest is an equality opportunity employer.