

VILLAGE OF SKOKIE

EMPLOYMENT OPPORTUNITIES

Social Security Retirement Benefits

Deferred Compensation Plan

Notice of Accepting Applications for the Position of:
RECORDS CLERK
POLICE DEPARTMENT
Part-time

Starting Pay \$18.59/hour
Rate: Approximately 19 hours per week. Must be available to work between 9:00 a.m. to 5:00 p.m. Monday through Friday.

Brief Description of Duties: The Records Unit is responsible for the collection, organization, microfilming, retention and retrieval of all incidents brought to the attention of the Police Department. The Records Clerk is responsible for transferring information to the Department computer system, recording final case dispositions, filing hard copies of all incident reports and providing information to authorized personnel, agencies and citizens. The Records Clerk will also process and maintain the security alarm program. In addition, the Records Clerk provides other clerical services such as preparing monthly reports and other routine assignments.

Required Training and Knowledge: At least two years of diversified office experience with considerable skill in maintaining records and files and the ability to follow written and verbal instructions. Working knowledge of software programs, such as Microsoft Office. Must be able to maintain effective working relationships with peers and the general public. Must have strong oral and written communication skills.

Application Process: Apply to the Personnel Office, Village of Skokie, 5127 Oakton Street, Skokie, IL 60077. Applications can be downloaded by visiting www.skokie.org.

E-mails and faxes are not accepted.

EOE/MF

APPLICATION DEADLINE: February 10, 2012

THE VILLAGE OF SKOKIE IS AN EQUAL OPPORTUNITY EMPLOYER