

**VILLAGE OF SUGAR GROVE**  
**JOB POSTING**  
**PART-TIME POLICE RECORDS CLERK**

**POSITION SUMMARY:**

The Records Clerk is a civilian employee under the direct supervision of the Chief of Police. The Records Clerk is responsible for the processing and filing of all police reports, traffic citations, and municipal ordinance violations in the Village of Sugar Grove.

As a non-sworn member of the Sugar Grove Police Department, the Records Clerk is expected to perform in a courteous and professional manner in all dealings with the general public and department personnel, and to comply with the orders, policies, procedures, and rules and regulations of the department.

**GENERAL RESPONSIBILITIES:**

1. Maintain the security and confidentiality of all records and documents.
2. Process all police and accident reports, traffic citations and village ordinance violations and sort the work from the prior day
3. Perform data entry into the Records Management System and CJIS computer systems for all police reports, traffic citations, and village ordinance violations.
4. Prepare transmittals to the Kane County Circuit Clerk's Office for all arrests and citations.
5. Manage the LEADS responsibilities including driver's license abstracts and criminal history records from local, state, and federal authorities.
6. Act as liaison between Kane County State's Attorney's office and the Kane County Clerk's Office regarding court scheduling. Includes the printing of report copies and tickets for prosecutor, and the copying of squad car videos.
7. Greet guests and the public as they come to the Records window for assistance or answer any questions that they may have as well as assist those that are requesting to obtain copies of RMS, accidents reports or other paperwork.
8. Process requests for records, expungements, and reports from both public and private entities, including copying and forwarding arrest reports to the Kane

County State's Attorney's Office and Village Prosecutor and file all work as needed for the circuit clerk and local prosecutor.

9. Prepare monthly reports for IUCR, UCR, Illinois Department of Transportation, and the Illinois Secretary of State, as well as any other reports required departmentally.
10. Prepare the paperwork for the arrest transmittal
11. Prepare cash deposits.
12. Maintain computerized files on the status of collection for municipal violations.
13. Perform any other records related reporting tasks as assigned by the Chief of Police.
14. Possess strong interpersonal skills for dealing with internal and external customers.
15. Answer Non-Emergency Phone Calls and address walk in customers.
16. Check cash box daily, prepare deposits, check Gov-Pay for internet parking tickets, review overdue parking notices, accept payments for tickets and check safe for payments.
17. Update the Records Management System and review accuracy of the content of crime and accident reports.
18. Process trial notices, subpoenas and report copy requests

### **PHYSICAL REQUIREMENTS:**

The Records Clerk is mostly a sedentary position which requires a sighted individual (correctable to 20/20) for computer usage and significant reading. Normal hearing (correctable to normal range) and speech (including mastery of the English language) for personal and telephonic contact with the public is also required.

### **ESSENTIAL SKILLS:**

Knowledge of the care and use of office equipment, including computer terminals, facsimile machines, and typewriters are required. Familiarization with Word and Excel programs. The ability to follow written and spoken instructions, perform basic mathematics, maintain a complex filing system, perform multiple tasks, work with minimal supervision, and the ability to work under stressful situations are essential. Attention to detail is critical in this position.

## **NECESSARY SPECIAL REQUIREMENTS:**

Successful candidates must pass a work-related background check, a drug test which may include a polygraph examination. Applicants must not have been convicted of a felony or a misdemeanor involving moral turpitude (by State Statute). If the applicant was a member of the U.S. armed services, he/she must be honorably discharged.

Applicants must, within the six months of employment, become a State Certified LEADS Operator. Continued employment in this position is contingent upon maintaining the above requirements and skills.

This position description is not intended to be all inclusive, nor is the intent to limit the nature or type of an assignment an employee holding this position may be given.

## **HOURS OF WORK AND COMPENSATION:**

The part-time position is budgeted for up to 990 hours per year with a schedule to be determined on work load, projects, and the need to cover the operations of the department six days a week, Monday – Friday from 8am – 6:00pm and Saturday 8am-12pm. (This position is currently shared amongst three Part-Time Records Clerks) The position is not eligible for health, dental, life insurance, or vacation. The starting salary is \$17.35 an hour and is part of the Village's annual evaluation program.

To be considered, submit your cover letter, resume, reference list, and application to:

Village of Sugar Grove  
Attn: Chief Rollins  
10 S. Municipal Dr., Sugar Grove, IL 60554  
Email: [policechief@sugargroveil.gov](mailto:policechief@sugargroveil.gov)

Resumes and applications will be accepted until the position is filled.

The Village of Sugar Grove is an equal opportunity employer