



BROADVIEW POLICE DEPARTMENT

2350 S. 25th Avenue - Broadview, Illinois 60155

Thomas Mills

Chief of Police

708-345-6550

Fax 708-681-0248

JOB OPENING – Part Time Records Clerk

POSITION: Part time Records Clerk – Police Department

SALARY: \$15.00 hour

JOB SUMMARY: Part time clerical/police records

DUTIES OF THE POSITION INCLUDE, BUT NOT LIMITED TO:

Maintaining records, emailing, photocopying, preparing court documentation in relation to subpoenas and transmittals. Receiving/processing citations and payments, court case updates, retrieving files, maintaining supplies, maintaining vehicle immobilization files, answering phones, and assisting visitors and fellow staff members. Candidate must be proficient with a personal computer. The candidate will be required to learn various functions of the department's computer systems and software.

HOURS: Monday – Friday (morning), may include weekends.

SELECTION: Candidate screening process consists of an application with review, skills testing, employment assessment, interviews, reference checks, and other verifications. Chosen candidate will be subject to a background check and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

APPLY BY: Downloading an application from the Village of Broadview website:

www.broadview-il.gov. Submit the application with a resume to LeTisa Jones,

Village Administrator: ljones@broadview-il.gov.