



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 hourly.

APPLY BY Downloading an application from the Village website: www.broadview-il.gov

Submit the application with a resume to LeTisa Jones, Village Administrator:
ljones@broadview-il.gov by **March 31, 2023**

JOB SUMMARY: Part time clerical/police records

DUTIES OF THE POSITION TO 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, 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.

The hours for the position vary Monday - Friday and may include weekends.

SELECTION: Candidate screening process consists of an application 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.