



Job Posting – Part Time Records Specialist - Police Department

**Resumes will be
accepted until Monday,
February 25, 2019 at
5p.m.**

28-30 hours/week
Possible Future Full Time

Competitive Benefit
Package

Email Resume to:

kburke@wdundee.org

**VILLAGE OF WEST
DUNDEE**

**West Dundee Police Department
555 S. 8th Street
West Dundee, IL 60118**

Phone: 847-551-3810

Fax: 847-551-3843

E-mail: police@wdundee.org

General Purpose:

Records Specialists are assigned to the Records Section and provide general clerical support and data processing. They are responsible for processing reports, maintaining files and statistics, answering requests for information from the public and Department members, and monitoring and making physical checks of persons in custody. Records personnel are expected to comply with all applicable orders, policies, procedures, and rules and regulations of the Police Department and Village. They will perform in a courteous and professional manner during all contacts involving members of the public and Department personnel. Regular attendance is required.

Supervision Received:

Supervisor of Administrative Services

Duties:

- Processes, maintains, updates, and routes all reports, arrests, and citations on a daily basis.
- Honors requests for expungements and subpoenas for requested records.
- Prepares court and bond transmittals for Kane County Circuit Clerk's Office.
- Prepares and processes Administrative Tow Impoundment paperwork.

Working Conditions:

Consistent with general office work. The employee is frequently required to sit, talk, hear, stand, and walk. The employee may be required to lift or move items that weigh up to 40 pounds.

Special Requirements:

- High school diploma or G.E.D. equivalent with two years clerical experience.
- Must be able to read and write the English language.
- No prior Felony convictions or disqualifying criminal history.
- Ability to obtain and maintain L.E.A.D.S. certification
- Valid Illinois Drivers License
- Previous police records experience/Spanish speaking preferred