



Position Announcement

Records Clerk

Posting Date: February 18, 2021

CLOSING DATE: March 12, 2021 at 5:00 p.m.
COMPENSATION: Starting at \$46,302.15 D.O.Q., wages and benefits per union contract
HOURS PER WEEK: 40+ hours per week

The Village of Algonquin is seeking applicants for the position of Records Clerk for the Police Department.

GENERAL DUTIES: In this role you will be responsible for the maintenance and research of records and files, entering data into a computer system, completion of reports, and general clerical support.

REQUIREMENTS:

Education/Experience: Qualified candidates are required to possess a high school diploma or equivalent, with a minimum of one year of previous experience or specialized training in a clerical or general office environment. Previous work experience in law enforcement/public safety or municipal government is a plus, but not required.

Skills: The successful candidate will be able to effectively manage time, solve problems, and exercise good judgment as well as demonstrate the ability to communicate (both verbally and in writing) tactfully and effectively with other members of the staff, supervisors, and the public. Successful candidates will also possess an attention to detail and the proven ability to multi-task; the ability to work independently and be a self-starter, often times under minimal supervision, is also a must. Applicants must have the ability to interpret and apply Village, State, and Federal policies and laws, as well as the ability to develop, interpret, and implement Village policies and procedures, written instructions, and general correspondence. Qualified applicants must have the ability to operate standard office equipment, including a computer and related software (including MS Office), must be able to demonstrate excellent typing skills, and be able to perform basic mathematical calculations. Must also possess the ability to obtain a LEADS certification and become a Notary Public within six (6) months of employment. Bi-lingual (English/Spanish) skills a plus.

TO APPLY: Interested candidates are required to complete a Village of Algonquin employment application, along with a resume. Applications can be downloaded from the Village's website at www.algonquin.org. Completed applications can be submitted to: Village of Algonquin Human Resources, 2200 Harnish Drive, Algonquin, IL 60102 or emailed to HR@algonquin.org. **Please, no phone calls.**

The Village of Algonquin is an equal opportunity employer within every definition of the concept. A copy of our Outreach Program is available upon request.