

VILLAGE OF BLOOMINGDALE

POLICE RECORDS ASSISTANT (FT)

Location: Village of Bloomingdale

Department: Police Department

Job Status: Full Time

Pay Rate: \$23.21 per hour

The Village of Bloomingdale Police Department is seeking candidates for one (1) full-time Police Records Assistant. The Police Records Assistant position is responsible for processing and maintaining department records and forms, data entry, and customer assistance functions. This position is frequently exposed to sensitive information and is required to maintain confidentiality. Work is performed under the direction of the Police Records Supervisor.

The ideal candidate must possess excellent customer service skills, the ability to communicate orally and in writing, and the ability to process and utilize a wide variety of data and information. This position requires a high school diploma or equivalent with course work in office operations and at least one year of office experience, preferably in a municipality.

The hours for this position will be Sunday through Thursday—Sunday and Monday, 3:00 p.m. until 11:00 p.m.; and Tuesday, Wednesday, and Thursday, 10:30 a.m. until 7:00 p.m. The hours also include one Saturday a month, 7:00 a.m. until 3:00 p.m., and holidays when applicable.

This position starts at \$23.21 and is subject to the Collective Bargaining Agreement with the Illinois Fraternal Order of Police Labor Council. The pay range is \$23.21 - \$33.92 per hour. The Village offers an excellent benefits package with participation in the Illinois Municipal Retirement Fund (IMRF); medical, dental, vision, and life insurance; 11 holidays; and paid vacation, sick, and personal leave.

This position is open until filled. To apply, interested applicants must download and complete the Village employment application. Applications should be submitted along with a resume and cover letter to humanresources@vil.bloomington.il.us.

The Village of Bloomingdale is an Equal Opportunity Employer.