

Part-Time Police Assistant

Background:

The Village of Clarendon Hills, IL (pop. 8,500) is seeking a detail oriented individual to fill the part-time position of Police Assistant. Clarendon Hills is located in DuPage County approximately 17 miles west of Downtown Chicago.

Examples of Essential Job Functions:

Under the direct supervision of the Assistant to the Police Chief, this position shares responsibility for police records and clerical office functions of the Police Department. Work includes entering and updating records including arrests, accident reports, warrants, traffic tickets and others; assisting the public by searching files, reports and answering questions that may arise; and performing administrative tasks associated with various Village programs including the vehicle sticker, parking permit and other similar programs. Well-developed skills in document management, customer service, the use of computers, including Microsoft Office, preferred.

Requirements:

- The ideal candidate will have a high school degree or equivalent,
- Clerical experience including document management and experience in customer service, preferably in a police department.
- Candidates must be able to pass a background check for LEADS certification.

Benefits:

- Starting pay for the position is \$22.28 per hour.
- Eligibility for the Illinois Municipal Retirement Fund
- Vacation time and sick time accrual.

Hours:

- 25 hours per week.
- Typical hours are Monday through Friday, 9:00 AM – 2:00 PM or 2:00 PM – 7:00 PM.

To apply: Email a resume and completed Application for Employment to Pnickell@clarendonhills.us or mail both documents to:

Village of Clarendon Hills
Attention: Peter Nickell – Police Assistant
1 N. Prospect Avenue
Clarendon Hills, IL 60514

To view a full job description and to find the Application for Employment, visit Clarendonhills.us/employment. Position is open until filled.

The Village of Clarendon Hills is an Equal Opportunity Employer (EOE)