

## **VILLAGE OF HAMPSHIRE JOB DESCRIPTION**

<b>Title:</b>	Records Clerk
<b>Department:</b>	Police Department
<b>Status:</b>	Part-time Permanent
<b>Pay Rate:</b>	\$20 / hour
<b>Benefits:</b>	Paid Leave of one standard workday of paid leave per year per the Village's Paid Leave Policy

### **Job Summary**

This is a part-time, permanent position in the Police Department

### **Essential Job Functions**

This is a permanent, part-time position (up to 20 hours per week) requiring flexibility as to hours assigned. Workdays may include Monday through Friday.

Examples of work include but are not limited to:

- Collection, data entry, duplication, dissemination and storage of all official records and materials related to the services provided by the Department.
- Type, word process, record and file a variety of police records, reports and materials including memos, letters, reports, etc. including sensitive correspondence.
- Execute general office duties including but not limited to greeting visitors, typing/word processing, filing, and answering the telephone.
- Use and operation of personal computer and other office equipment and machines. Must be proficient in Microsoft Office software programs.
- Other duties assigned.

### **Minimum Qualifications Required**

Applicants must be at least 21 years of age and hold a high school diploma or equivalent and possess two (2) years of general clerical experience. Applicants must be able to work independently, as part of a group, have the ability to organize and prioritize assigned tasks, and lift up to 20 pounds.

## **Special Requirements**

Applicants must have the ability to pass a personal interview, departmental background check including physical and drug screening and possess a valid Illinois Driver's License with an acceptable driving record.

Interested candidates should submit a completed application to: Hampshire Police Department, 215 Industrial Drive, Hampshire, IL 60140. Applications can be printed from the village website at [www.hampshireil.org](http://www.hampshireil.org) by clicking on "Apply for a Job or Volunteer Position" under the "How Do I?" menu. Phone inquiries will not be accepted.

The position will remain open until a suitable candidate is found and the position is filled.