



VILLAGE OF LANSING

Police Department

Patricia L. Eidam
Mayor

Dennis Murrin Jr.
Chief of Police



JOB POSTING

DATE: February 5, 2018

POSITION: Records Clerk-Full Time

DEPARTMENT: Police Department

SALARY: \$ 12.4224/hour

JOB DUTIES: Reviews, processes, disseminates and files documentation related to traffic, ordinance and criminal offenses. Prepares and submits criminal and traffic related documentation for UCR reports and the Secretary of State’s Office. Prepares and submits warrants, tickets, summons and other court required documentation. Copies, collates, files and disseminates all required department documentation. Thorough knowledge and experience in laws, rules, regulations, policies and procedures pertaining to the records function and the ability to interpret and apply them. Ability to type accurately and at a minimum of 40 words per minute. Must have the ability to obtain/possess LEADS “less than full” access certification.

QUALIFICATIONS: Must be well organized and able to prioritize tasks as well as have the ability to efficiently manage multiple areas of responsibility with overlapping deadlines in a fast-pace environment. Ability to provide customer service in a helpful, polite, tactful and efficient manner. Interpersonal skills and emotional intelligence necessary to maintain a harmonious effective working relationship with other municipal departments, outside agencies, and the public. Must pass a medical exam and be free of medical conditions that would preclude one from successfully performing essential functions or would pose a direct threat to the health or safety of oneself or others. Must pass a background check. Must establish residency within the Village of Lansing by eighteen (18) months of employment. Must possess a valid driver’s license and have a minimum high school diploma/GED.

DEADLINE: Applicants open until 3 p.m. on Friday, February 16, 2018.

To receive consideration, please submit your resume to Deputy Chief Pete Grutzius via mail at Lansing Police Department, 2710 170th St. Lansing, Illinois 60438, or as an email attachment to pgrutzius@villageoflansing.org . If you submit a resume by email, please make the subject line of the email the position you are applying for.

Patricia L. Eidam
Mayor

Vivian Payne
Clerk

Tony DeLaurentis
Trustee

Maureen Grady-Perovich
Trustee

Brian Hardy
Trustee

Mike Manno
Trustee

Mike Skrbina
Trustee

Jerry Zeldenrust
Trustee