



VILLAGE OF FOX LAKE

JOB DESCRIPTION

JOB TITLE: Records Clerk
DEPARTMENT: Police Department

FLSA STATUS: Non-Exempt
EFFECTIVE DATE: May 1, 2018

POSITION SUMMARY:

This position performs a variety of general clerical support and data processing and acts as a liaison between the Police Department, the public and other agencies. The Records Clerk is responsible for processing reports, maintaining files and statistics, answering requests for information from the public and department members.

SUPERVISION:

Reports to and works under the general direction of the Chief of Police.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

- 1) Provides effective and efficient customer services and promotes and maintains responsive community relations; handles questions and complaints from the public.
- 2) Responds to FOIA Requests as directed.
- 3) Attends Police Department monthly staff meetings, takes minutes and transcribes those minutes for appropriate distribution.
- 4) Maintains the confidentiality and integrity of the Chief of Police's office.
- 5) Complies with all safety procedures and policies of the Village, as well as other rules, procedures, and directives established by the Police Department.
- 6) Performs related work as required.

RECOMMENDED MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

A High School diploma or equivalent is required. Vocational/technical training in Secretarial Science is desirable. Minimum three (3) to five (5) years' progressively responsible secretarial experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Requires a working knowledge of computers and data processing equipment (i.e., computer software programs such as those in a Microsoft Office environment). Experience with Microsoft Excel, Outlook and Publisher is desirable.

Must be able to successfully pass a pre-employment physical examination and drug/alcohol screen following a conditional offer of employment. A thorough background investigation, including personal and professional references, criminal background and credit check will be conducted prior to offer of employment.

Knowledge, Skills and Abilities

A candidate for this position should have thorough knowledge of the following:

- Office practices and procedures.
- Principles and practices of bookkeeping.
- Clerical accounting practices.
- Intermediate computer operations, including Microsoft Office products.

Skill in:

- Operating standard office equipment and computer terminal sufficient to enter, retrieve and manipulate data.
- Customer service and proper telephone etiquette.
- Communication and interpersonal skills as applied to interactions with co-workers, supervisor, and the general public, sufficient to exchange or convey information and to give and receive work direction.
- Operation of devices using alphanumeric keyboards.

And ability to:

- Maintain a positive attitude and professional demeanor when dealing with the public.
- Work in a shared environment and engage in cross training.
- Maintain accurate records and prepare reports.
- Organize, prioritize and carry out office work with minimal supervision and in a timely manner.
- Maintain a high level of confidentiality and integrity.
- Handle sensitive public contacts and to deal courteously, but firmly with the public.
- Make decisions in accordance with established policies and procedures.
- Work within time constraints and to prioritize work.
- Establish and maintain effective working relationships with Village employees and other members of the public.
- Effectively communicate verbally and in writing, with members of the public, Elected Officials and other Village employees.
- Obtain Notary Public Certificate and stamp.

CONTACTS OUTSIDE OF DEPARTMENT:

This position regularly interacts with Village staff and the general public.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. An individual in this position is frequently involved in sedentary work, which requires sitting for the majority of the time. This position occasionally walks, stands, stoops, kneels, crouches, crawls and exerts up to 25 pounds of force by lifting, carrying, pushing or pulling objects. The employee is frequently required to see/observe, talk/speak and listen/hear; use their hands to finger, handle, feel or operate objects and equipment; repetitive arm, wrist, hand

and eye movements are included. There is frequent twisting, reaching, wrist turning and grasping. The employee may be required to climb or balance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials or tasks.

The employee will spend the majority of the working day inside the police department speaking with other employees or meeting with the public. The working conditions are comfortable. The noise level is generally quiet to moderately noisy.

TOOLS & EQUIPMENT USED:

Machinery and equipment including computers, word processing and specialized software, standard office machines including servers, phones, fax machines, printers, copiers and scanners. Other equipment includes telephone, cellular communications equipment and occasionally uses light mechanical equipment.

Computer, including word processing and specialized software. Other equipment includes telephone, cellular communications equipment, fax machine, copy machine, camera, video equipment, light mechanical equipment and job-specific equipment as required by assignment.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Fox Lake, Illinois is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

REVIEW/APPROVALS:

Employee

Date