

MARSEILLES POLICE DEPARTMENT
Part-Time Police Records Clerk

Post Date: 10/23/2024

Expiration Date: 10/31/2024

The City of Marseilles is seeking a qualified individual for an immediate opening as a part-time Police Records Clerk. This position involves performing a variety of duties within the Police Department, including but not limited to maintaining files and record-keeping systems, serving as a receptionist to address inquiries from the general public, answering non-emergency phone calls, processing and recording fine payments, responding to FOIA requests, assisting with various projects or activities as needed, and preparing reports for federal, state, and local governing agencies (e.g., Illinois Law Enforcement Training & Standards Board, Racial Profiling, and in-house monthly reports for City Council members).

The successful candidate will also assist with and fill in during Adjudication Court sessions when required.

Additionally, the candidate will be responsible for learning the new NIBRS (National Incident-Based Reporting System), as mandated by the FBI. This position requires the ability to work independently, demonstrate proficiency in mathematics, and to possess excellent verbal and written communication skills. The candidate must maintain a professional demeanor when interacting with the public, supervisors, and colleagues.

Job Requirements:

- High school diploma or equivalent, with a minimum of three years of clerical experience and public interaction required.
- Proficiency in software applications, including Microsoft Word, Excel, and Outlook.
- Experience in budget preparation, accounts payable processing, and payroll is a plus but not required.
- Exceptional organizational skills, attention to detail, and the ability to maintain confidentiality when managing sensitive information.
- Strong critical thinking skills and the ability to work independently and troubleshoot as needed.
- Knowledge of legal and regulatory standards related to public records, including the Illinois FOIA (Freedom of Information Act).
- Ability to adapt to changing responsibilities and schedules, especially in a fill-in role, and to demonstrate flexibility in a dynamic work environment.
- Experience with police or records management systems is a plus.
- Ability to pass a thorough background investigation and criminal history check, with findings of good character and no felony convictions.
- Professional and courteous communication skills with the public, supervisors, and coworkers.
- Ability to redact footage from body cameras, as necessary.
- A valid driver's license is required.

This position offers minimal hours on an as-needed basis and does not follow a regular schedule. It primarily serves as a fill-in role.