

Date posted: February 19, 2014

**City of St. Charles
Employment Opportunity
Internal/External Posting**

**Police Records Specialist
Part-time**

The hours for this position are 7:00 PM to 12:00 AM Monday through Friday with the flexibility to cover other shifts when necessary to fill in for staffing shortfalls and vacations.

Job Description

The Police Records Specialist is responsible for routine clerical functions including typing, filing, data entry, and maintaining and disseminating police reports and records. Will conduct computer and manual criminal history inquiries for police officers and other agents of criminal justice agencies, and utilize various department computer systems to input data, make data inquiries, and prepare reports. This position also accurately prepares, processes, and balances collected monies for ticket and utility payments and services the front desk by assisting customers in person and on the telephone

Requirements

Applicants must possess a high school diploma or equivalent and have a minimum of one year data entry/database support experience. Previous experience in a law enforcement environment preferred, but not required. Professional telephone etiquette and strong customer service skills are required. Applicants must have excellent communication skills to interact with all levels of the organization and with the public and the ability to maintain confidentiality. Must possess the ability to answer a switchboard and respond to customer needs appropriately, utilize various computer systems to input data, make database inquiries, and accept various cash payments and issue receipts.

Salary

Starting pay for this position is \$18.46/hr.

Application Instructions

Please apply on line at www.stcharlesil.gov by Wednesday, March 12, 2014. Thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents can be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4415.

The City of St. Charles is an Equal Opportunity Employer.