



Help Wanted

The Village of Frankfort (Police Department) has an opening for the full-time position of Records Clerk. Qualifications include a high school diploma or equivalent and strong interpersonal and communication skills. Job duties include answering phones, walk-in customer assistance, data entry and record keeping. Must have the ability to multi-task and perform work with frequent interruptions. Experience with Microsoft Excel, Word and Outlook is highly recommended. Proposed hours will be Monday through Friday from 8:30am to 5:00pm. Some evening and weekend hours will be needed to assist with community related events. Municipal experience is strongly preferred.

Starting annual salary is \$43,000. Benefits include health, dental and vision insurance as well as an IMRF pension plan.

Interested applicants shall apply no later than September 18, 2020. Full job description can be found on the Village website at www.villageoffrankfort.com. Apply with resume, cover letter and three professional references to:

Village of Frankfort (Police Department)
Attn: Kevin Keegan, Deputy Chief of Police
20602 Lincoln-Way Lane
Frankfort, IL 60423
kkeegan@frankfortil.org

Village of Frankfort Job Description

POSITION TITLE: Records Clerk

Department: Police Department
Classification: Exempt
Immediate Supervisor: Deputy Chief Kevin Keegan

JOB SUMMARY

Records Clerk duties require a variety of administrative skills and tasks as specified by the supervisor within the department of assignment. Provide efficient support to a department and/or Manager. Other duties include general clerical and project-based work. Project a professional company image through in-person and phone interaction. This is a full-time exempt position.

Essential Duties and Responsibilities:

The primary responsibilities of this position include, but are not limited to the following:

- Answer telephones and transfer to appropriate staff member;
- Meet, greet, and direct all visitors to appropriate areas;
- Create and modify documents;
- Perform general clerical duties to include, but not limited to photocopying, faxing, mailing, and filing;
- Sort incoming mail daily;
- Bill appropriate business or residence for false alarms;
- Collect money for parking tickets, ordinance violations, administrative tow fees, false alarms and fingerprints;
- Review and respond to FOIA requests;
- Other duties as assigned.

Minimum Education and Experience Requirements:

High School Diploma or GED required. Six months to one year of related municipal experience preferred; or any combination of education, training and experience; provides the required knowledge, skills and abilities to perform the essential functions of the job.

Furthermore, this position requires the following:

- Working knowledge of Microsoft Office products to include Excel, Word and Outlook.
- Working knowledge of Adobe products.
- Ability to obtain necessary certifications to complete job responsibilities;
- Must maintain a calm, discreet approach to daily issues;
- Solve all problems within an acceptable timeframe;

- Strong communication, organizational, and interpersonal skills, as well as confidence to step forward and make decisions;
- Keep an upbeat and positive attitude to everyday issues.

Work Environment/Physical Demands:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person, by email and on the telephone. The employee is frequently required to review and produce written and electronic documents.

The employee must occasionally lift and/or move items of light or medium weight up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee is frequently required to feel by use of hands and fingers. The employee is required to stand and walk. The employee frequently sits for prolonged periods of time.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet but can become loud in field situations. Must be able to function in an environment with frequent distractions.

Physical Activities:

Individual must be able to perform the following physical activities with reasonable accommodations:

Physical Activity	Not Required	Required	Occasional*	Frequently*	Continuous*
Climbing	X				
Balancing		X	X		
Stooping		X	X		
Kneeling	X				
Crouching		X	X		
Crawling	X				
Reaching		X	X		
Standing		X			X
Walking		X			X
Sitting		X			X
Pushing 25 lbs.		X	X		
Pulling 25 lbs.		X	X		
Lifting 25 lbs.		X	X		
Carrying 25 lbs.		X	X		
Grasping		X			X
Feeling		X	X		
Talking		X			X
Hearing/Listening		X			X
Seeing/Observing		X			X
Repetitive Motions		X	X		

Typing		X			X
Working at Computer		X			X

Occasional is less than 2.5 hours per day

Frequently is more than 2.5 hours, but less than 5 hours per day

Continuous is more than 5 hours per day