



## ROUND LAKE PARK POLICE DEPARTMENT

INTEGRITY ★ EXCELLENCE ★ HONOR

**DANIEL BURCH**  
Chief of Police

### JOB POSTING

Application Deadline: Until Filled

The Village of Round Lake Park Police Department seeks qualified applicants for the position of Records Clerk. This position performs a variety of clerical assignments, including but not limited to the maintenance of police records and files, data processing, and assisting internal staff, co-workers, and external law enforcement agencies with obtaining reports, citations, and court information. There will be direct interaction with the public and as a result, the Clerk will act as a liaison for the Police Department.

Minimally, a high school diploma or equivalent is required. Fluency in English is required, and bi-lingual (English/Spanish) candidates are strongly encouraged to apply. One (1) year of data entry experience or a combination of relevant education and experience is necessary. This position requires working knowledge of Microsoft Office 365, principally Excel, Outlook, Word and the ability to learn and become proficient with a cloud based records management systems.

The Records Clerk is a non-sworn, professional member of the Police Department and serves as the central point of contact for the Village, Department and public regarding Police Records.

Salary:

Starting: \$25.00-\$30.00 per hour depending on experience and qualifications

Excellent benefit package, including: BlueCross / BlueShield HMO

Health and dental insurance

IMRF pension

Paid vacation (after one year)

Sick time

9 Paid Holidays

This position is full-time, 40 hours per week, Monday – Friday.

Interested applicants should submit their completed application, a resume, and cover letter in person at the Round Lake Park Police Department, 215 East Main Street, Round Lake Park, IL 60073 or by e-mailing it to [records@rlpil.com](mailto:records@rlpil.com) with the subject line of **“Records Clerk”**.