



**Village of River Forest**  
**Village Administrator's Office**  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

## **Position Opening: Police Records Coordinator**

The Village of River Forest seeks qualified applications for the position of Full-Time Police Records Coordinator for the River Forest Police Department.

This position is responsible for specialized clerical work and receiving public inquiries at the Village Hall/Police Department's front desk and in the ongoing maintenance of police records.

An employee in this class is accountable for meeting the public and referring people with problems or concerns to the correct Police Department Official (or for handling their situation if it deals with parking tickets or records) and for assuring the clerical work that supports the Police records maintenance function is accomplished on a timely and consistent basis. This incumbent assures proper production and maintenance of all arrest records and violator's files, paperwork and files pertaining to pending court cases, as well as accident reporting to the Secretary of State's Office on the MRC system.

This employee also performs administrative functions to support the Departments command or investigative staff. Work is performed under the general supervision of the Support Services Supervisor and is reviewed and inspected through written reports, records and results obtained.

### Minimum Education, Experience & Training

- High school degree or GED certificate required.
- LEADS certification preferred; successful candidate must be able to obtain LEADS certification within 30 days of employment.
- Two years of practical experience in a law enforcement agency, legal office, emergency dispatch center, municipal office or the like is preferred.
- Bilingual (Spanish) preferred but not required.

### Special Requirements, Licenses or Certifications:

Knowledge in records retention, court procedures, and FOIA responsibilities are needed for this position. LEADS certification is required or ability to obtain within 30 days of employment.

### Position Information

- Monday - Friday 8 am-4:30 pm. Hours may be adjusted by the department; attendance at Monday evening and Wednesday morning adjudication hearings (typically two total per month) is mandatory.
- Wage range for this position is \$26.95/ hour or \$56,058/ annually - \$39.20/ hour or \$81,537/ annually with starting salary DOQ.

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Qualified applicants should submit a completed Village of River Forest "Application for Employment" at [www.vrf.us/careers](http://www.vrf.us/careers). Also, PDF resume via email to [apply@vrf.us](mailto:apply@vrf.us). The position will remain open until filled. The position will remain open until filled. The selected individual will be required to submit to a pre-employment physical, drug screen, fingerprinting and background check. The Village of River Forest is an equal opportunity employer.