



Village of River Forest

Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

Position Opening: Part-Time Police Records Clerk

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

This position is responsible for specialized clerical work which includes processing subpoenas issued by the court, fulfilling law enforcement Freedom of Information Act (FOIA) requests, maintaining warrant files, preparing payroll records for police department employees, providing staff support at the Village's local adjudication hearings, entering, extracting and analyzing data for a variety of reports and records, and performing tasks which require computer literacy. This position also interacts heavily with the public, providing in-person, telephone, and e-mail assistance to customers.

This position requires an individual with excellent attention to detail, integrity, strong interpersonal and communication skills, a dedication to providing excellent customer service, ability to maintain effective working relationships, sound judgment and the ability to work independently with minimal supervision in a law enforcement team environment. A copy of the job description is available at www.vrf.us/careers.

Minimum Education, Experience & Training

- High school degree or GED certificate required. 30-60 hours post-high school education in criminal justice, business, government, or an equivalent field desired.
- LEADS certification preferred; successful candidate must be able to obtain LEADS certification within 30 days of employment.
- At least two years of experience in municipal office, law enforcement agency, or emergency dispatch center is preferred.

Position Information

- Position typically works 24 hours/week: Schedule is flexible during the hours of 8:00 am and 4:30 pm with the below exception. 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 \$26.25-34.43/hour with starting salary DOQ.

Qualified applicants should submit a completed Village of River Forest "Application for Employment". River Forest employment applications can be found at www.vrf.us/careers. The position will remain open until filled. The selected individual will be required to submit to a pre-employment physical, drug screen, and background check. The Village of River Forest is an equality opportunity employer.



Village of River Forest Position Description

Position Title: Police Records Clerk
Department: Police
FLSA Status: Non-Exempt
Employment Status: Part Time
Issue Date: October 6, 2025
Bargaining Unit: Non-represented

Job Summary:

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 police records.

An employee in this class is accountable for meeting with members of 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 assists in the 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 limited clerical functions to support the Department's command or investigative staff. Work is performed under the general supervision of the Police Records Supervisor and is reviewed and inspected through written reports, records and results obtained.

Essential Functions and Duties:

Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY of the typical duties of this position and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Other duties may be required and assigned.

- Enters traffic and parking tickets into the data system, annotating issuing officer's name and assuring all tickets are accounted for; receives and enters payments of parking tickets in computerized records; prepares Delinquent Summons Notices when parking tickets have not been paid
- Processes subpoenas issued by the court and maintains active and inactive warrants files; processes requests for expungement of criminal records; returns suspended operator's licenses to the State

- Maintains files on case dispositions, processing copies to the appropriate agencies, and using the information for compiling the monthly activities report
- Operates the computer to conduct records checks on the criminal histories on individuals and to verify and record pertinent information; makes copies of police records/documents as requested by other police, the courts or other government agencies and processes requests to obtain police records from the LEADS/NCIC system
- Records and prepares documents on impounded vehicles; compiles necessary records to support cases that are being prepared to go into court; interacts with clerical employees in the Cook County Prosecutor's Office on routine clerical process or procedure; and prepares listings of individuals arrested for Prisoner Lock-up report and files
- Keeps records of employee schedules; logs overtime hours worked by officers, tracks absence reports, and prepares payroll time sheets for input to the Finance Department
- Compiles information that is used in monthly National Incident Based Reporting System (NIBRS) reports to the Federal Bureau of Investigation, accident data summaries for the Secretary of State and the Illinois Department of Transportation, and reports on police activities for the Chief to provide to the Village Administrator; periodically backs-up and clears-out computer data files; maintains office filing systems for correspondence, reports and technical information; searches files to obtain material as requested by supervisors
- Prepares summary and detailed reporting of daily activities
- Completes a monthly report for the Records Division
- Maintains the bi-monthly court docket, including case preparation and disposition information
- Prepares court transmittals
- Maintains the Laserfiche report archive system
- Performs data entry of Traffic Stop Data sheets
- Researches and compiles data for special reports (Crime Prevention Unit, Detective Unit), and miscellaneous administrative reports
- Assists department FOIA officer in the processing and fulfilling of requests
- Completes video and photo redaction as needed pursuant to FOIA requests
- Locates, downloads, and transmits video evidence for court purposes
- Assists with managing the monthly Local Adjudication hearing.
- Assists with Red Light Enforcement hearings.
- Assists managing the Red-Light Enforcement system.
- Maintains proficiency with various computer systems to include CAD, RMS, LEADS, and all auxiliary systems regularly used by the Department.
- Conducts background checks for immigration/adoption/criminal history checks
- Logs overnight and daytime parking requests
- Maintains parking ticket system, payments and updating information and attends adjudication hearings. This system now includes an administrative adjudication hearing once a month and the duties include check-in responsibilities and back up
- Completes vehicle tow release forms and final notices
- Orders supplies for police department
- Provides front desk assistance, which includes answering the phones, distributing village mail, citizen complaints and miscellaneous requests for information
- Performs back-up for duties of Records Supervisor

- Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks; and performs other duties as required or assigned
- Participates on internal Village work teams as required or assigned;
- Maintains an awareness of proper safety procedures and guidelines;
- Maintains regular and predictable attendance at the Village Hall or other work site(s) as directed;
- Performs other duties as required.

Required Knowledge, Skills and Abilities:

Successful candidates for this position must possess:

- Knowledge of the operation and care of a computer and related office equipment used by the Village; knowledge of police records maintenance procedures and of routine court procedures; working knowledge of operation of office equipment; knowledge of police files security procedures and of which records can or cannot be released [under the Freedom of Information Act statutes].
- Ability to deal with emotional, uncooperative, uncommunicative frightened or hostile members of the general public; ability to understand and follow oral and written instructions and to speak and answer questions in a clear, concise and polite manner.
- Ability to read complex police reports and to write-up proper reports from verbal instructions; ability to perform basic mathematics; ability to establish and maintain complex and confidential filing systems.
- Ability to work with minimal supervision; and demonstrated ability to handle multiple tasks and prioritize responses in stressful situations.
- Bilingual skills are preferred
- Ability to address citizen problems promptly, courteously, and tactfully;

Work Environment & Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This work is typically performed in a normal office environment with some exposure to outdoor temperatures. Concentration for prolonged periods is required. Ability to work under pressure and/or with frequent interruptions with accuracy and attention to detail is also necessary.
- This is a sedentary job which requires a sighted individual (vision corrected to 20/20) for extended computer usage and requires an individual with normal hearing for direct (or telephone) and over-the-counter contact with others, including the public. Employee may be required to sit for prolonged periods, bend, push, lift and/or move up to 25 pounds, use hands to finger computer keyboard, telephones, etc.

- Any Village employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Minimum Education, Experience & Training:

Successful applicants for positions in this class must possess:

- Successful applicants for positions in this class must possess a high school diploma or GED equivalent.
- The knowledge equivalent of a High School diploma is required. Post-high school coursework in criminal justice, office management, business, or the like are preferred.
- Two years of practical experience in a law enforcement agency, legal office, emergency dispatch center, municipal office or the like is preferred.

Special Requirements, Licenses or Certifications:

- Full Access LEADS certification is preferred; successful candidate must be able to obtain Full Access LEADS certification within 30 days of employment.
- FOIA certification is preferred; successful candidate must be able to obtain FOIA certification when such training becomes available.
- Deep working knowledge of the full Microsoft Office suite, especially Excel, Word, and Outlook.

Supervision Received:

Supervision is received from the Police Records Supervisor on a daily basis. The Records Supervisor is responsible for overseeing daily assignments to the Records Clerk as well as reviewing the performance of the Records Clerk including the creation of the employee's annual performance evaluation.

Supervision Exercised:

None

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive list of duties, responsibilities or requirements. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.