

January 5, 2024

ANNOUNCEMENT

PART-TIME VACANCY

POLICE DEPARTMENT

RECORDS CLERK

Desired education/experience: 1) high school graduate or GED equivalent; 2) working knowledge of computers, electronic data processing, modern office practices and procedures; 3) must be able to learn the applicable laws, ordinances, and department directives; 4) must be able to communicate effectively orally and in writing; 5) must be able to effectively meet and deal with the public and handle stressful situations. 6) must have valid driver's license. Preference given to candidates with knowledge of Spillman or DACRA data entry software. Any equivalent combination of related education and experience will be taken into consideration. Starting Salary: \$20.88 per hour EOE/ADA

PHYSICAL DEMANDS:

The work is light and requires exerting up to 25 pounds of force occasionally, and up to 10 pounds of force to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

ADDITIONAL INFORMATION

TO APPLY: You must complete an employment application online to be considered for this recruitment. Resumes cannot be substituted for completion of the job application work history. **No paper applications will be accepted. If interested, please email your application and resume to: Sdouglas@saukville.org for consideration subject line: Office of the Chief of Police, by Friday, January 31, 2024, 5p.m.**

. **No Phone calls please.**

Selected candidates may be subject to drug screening, background screening, and reference checks.

Village of Sauk Village is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE
OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED
FOR VILLAGE EMPLOYMENT.**

Village of Sauk Village is an Equal Opportunity Employer