

Police Records Assistant

POSTED ON JULY 22, 2024



Overview:

The Village of Antioch is seeking qualified applicants for the position of Full-Time Records Assistant. Under the general supervision of the Police Records Supervisor, the Records Assistant will assist in the maintenance and security of all police records and respond to public requests in a courteous, knowledgeable, and confidential manner. Key responsibilities include data entry, preparing court documents and other correspondence, distributing mail and key documents, and making copies of police reports. The Records Assistant will also enter and update arrest records, incident reports, accident reports, citations, and other information through data entry tasks, as well as receive, screen, and respond to phone calls. Qualified candidates will have the ability to effectively multi-task while providing excellent customer service skills, and must possess strong oral and written communication skills. Applicants must be able to work with confidential material and apply departmental standards for efficiency and privacy.

Essential Functions:

- Assist the public, departmental personnel, and representatives from other agencies in obtaining police-related information.
- Review, input, and process police-related documents in the records management system.
- Review and process requests for background checks.
- Process arrest data and maintain police-related documents for various reviews.
- Assist with fulfilling Freedom of Information (FOIA) requests

Qualifications:

- Minimum of a High School diploma or GED
- Minimum of one year of data entry/database support experience; prior experience with police records systems highly desirable but not required.
- Experience with Tyler Technologies/New World Records Management Solution packages, expungements, and considerable knowledge of the Illinois Freedom of Information Act preferred.
- Must possess or be able to obtain Law Enforcement Agencies Data System (LEADS) certification shortly after hire.

Salary & Benefits:

The minimum hourly hiring rate is \$22.95 and is DOQ. An excellent benefits package is available.

How to Apply:

Interested applicants should submit a completed application (available on our website); cover letter and resume to:

Village of Antioch
Attn: Lori Romine, Human Resources
874 Main St
Antioch, IL 60002
Or email to:
lromine@antioch.il.gov

Equal Opportunity Employer:

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.