

**Job Posting
Records Specialist
Village of Western Springs**

The Village of Western Springs is accepting applications to fill a full-time Records Specialist position in the Law Enforcement Services Department.

Key Responsibilities

The Records Specialist is responsible for performing a variety of data entry and clerical duties for the Department of Law Enforcement Services. Work is varied, complex, and involves customer service responsibilities as well as a high level of confidential clerical work. The incumbent will provide assistance to walk-in requests, answer non-emergency phone lines, and transfer emergency calls to the Lyons Township Area Communications Center (LTACC) for dispatch. The Records Specialist will enter and retrieve data from New World systems, update and maintain the business owners directory, and monitor security cameras. The position provides support to the department and maintains general knowledge of the departmental policies and functions.

The Records Specialist will attend adjudication hearings and compile court transmittal documents for the Circuit Clerk's Office. The position is responsible for performing general office duties such as filing, copying, data entry, and maintenance of supplies. The Records Specialist will create and update department forms, as needed or requested. In addition, work involves conducting fingerprinting for administrative purposes and processing forms and registration requests.

The successful candidate must hold a high school diploma or equivalent. A Bachelor's degree from an accredited college or university is preferred. One to two years of experience in law enforcement, clerical/reception, executive support or closely related field preferred.

Expected hours of work are Monday- Friday 8:30 a.m. - 5:00 p.m. with occasional evening hours for the monthly adjudication hearings. Starting hourly rate is \$18.00 with benefits.

To apply

The employee application is available at the Village Hall or online at wsprings.com. Please submit applications to jobs@wsprings.com or to the Department of Administrative Services, Village of Western Springs, 740 Hillgrove Avenue, Western Springs, IL 60558.

Position open until May 1, 2019.