



Human Resources Department
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Job Announcement

Full-Time Police Services Clerk

The Village of Streamwood will be accepting applications for the position of Full-Time Police Services Clerk.

Responsibilities: Ensure that all records are accurate, secure, and available; perform technical, clerical and customer service work related to intake, maintenance, processing, dissemination and retention of police records; monitoring department video and communication feeds; answering call requests for administrative or non-emergency police services.

Schedule: The Police Records area is staffed 24 hours a day, 7 days a week. Please note that this position is assigned to work a 40-hour work week on shifts that may rotate on an as-needed basis. Working shifts rotate between the day shift (7 AM – 3 PM) the afternoon shift (3 PM – 11 PM) and the night shift (11:00 p.m. – 7:00 AM) (times subject to change).

Residency Requirement: Must live within the following boundaries within 12 months of hire: Those portions of the State of Illinois north of I-80 and east of State Route 51 and/or I-39.

Starting Salary: \$47,970 plus excellent fringe benefits including a pension plan and health insurance.

Qualifications: Graduation from High School or possession of a GED; and some experience in general office operations; or six months to one year related experience and/or training; or equivalent combination of education and experience; basic computer and keyboarding skills (40-60 words per minute); good writing, verbal and interpersonal skills; ability to navigate multiple computer programs; ability to demonstrate adaptability, multitasking and problem solving skills in a fast paced environment; valid Illinois driver's license; and ability to pass a police background check and physical exam including drug screen. **Candidates must meet these qualifications to be eligible to take the written examination.**

Applications: Applications will be accepted until **Noon, November 20, 2024**, at the Streamwood Village Hall (301 East Irving Park Road). Applications must be received by this time to be eligible to take the Civil Service Examination.

Civil Service Testing Process

Two-Year Eligibility List: The Streamwood Civil Service Commission will be preparing a two-year eligibility list for the position of Police Services Clerk. The eligibility list will be used for the hiring of Police Services Clerks for a 2-year period. Only those people appearing on the eligibility list can be considered for Police Services Clerk positions for this two-year period.

Civil Service Written Examination: A Civil Service written examination will be held on **Tuesday, December 3, 2024**. Applicants submitting complete employment applications with all the required documents will be notified by mail of the time and location of the examination. The Village of Streamwood is an Equal Opportunity Employer.