



Employment Opportunity

Full-Time Records Clerk

OBJECTIVE

Persons assigned to the Records Unit are non-sworn personnel assisting with the efficient and effective management of records within all Village Departments.

RELATIONSHIPS

Reports to: Records Supervisor

Supervises: None

SPECIFIC RESPONSIBILITIES/JOB TASKS

1. Assist the General Public with information when needed including but not limited to:
 - A. Alpha/Contact Reports
 - B. Accident Report Copy Requests
 - C. Report Request Referral
2. Accident Report Maintenance including but not limited to:
 - A. Entering & maintaining Accident Report information in Police Records
 - B. Processing insurance company requests for Accident Reports
 - C. Forwards reports to Illinois Department of Transportation
3. Enters and maintains Ticket information including but not limited to:
 - A. Traffic Citations, Warning Tickets, Non-Traffic Local Ord Tickets, City Ordinance (Adjudication) Tickets, Courtesy Notice Tickets
 - B. Logging of Traffic Citations and Non-Traffic Local Ord tickets going to Circuit Clerks office
4. Assist the Finance Department
 - A. Perform cashier duties to the General Public accepting utility bill payments and assist the Utility Billing Clerk

5. Assist the Community Development Department
 - A. Responsible for managing the intake, processing, billing and collections of Business Licenses, Landlord Registrations, Vending Machines Licenses and all other licenses issued by the Village.
 - B. Occasionally assist Code and Building Inspectors in coordinating inspections, processing paperwork and other clerical support functions
6. Day to Day responsibilities include- answering phones, emails, and mail.
7. Perform additional duties as requested.

REQUIREMENTS

1. High school diploma or equivalent.
2. Computer skills a must
3. Must be able to communicate effectively
4. Previous experience with New World and or BS&A system preferred
5. Prior billing experience a plus
6. Must be able to adapt and multitask.

PHYSICAL DEMANDS

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

COMPENSATION AND BENEFITS:

The starting salary for the position is \$33,675 to \$45,677 commensurate with knowledge, skills and experience. The Village of Bradley provides a comprehensive employee benefits package that includes medical, dental, vision, and life insurance. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided. The Village of Bradley also provides paid vacation, personal, sick days, and holidays.

APPLY BY:

Qualified candidates should send a cover letter, resume and three (3) professional references to the Village of Bradley, Police Department, Attn: Chief Donald Barber, 147 S. Michigan Avenue, Bradley, IL 60915, or email dbarber@bradleyil.org. The Village is an equal opportunity employer. Applications must be received by 4:30 pm on Friday, January 22, 2021