June 17, 2019

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. Any equivalent combination of related education and experience will be taken into consideration. Starting Salary: $15.00 per hour worked EOE/ADA; if interested, the applicant MUST submit an application and resume to Dr. Alicia Straughter, Human Resources by Monday, July 1, 2019, 5p.m.

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