

**HUMAN RESOURCES DIVISION**  
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**150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158**

**EMPLOYMENT OPPORTUNITIES**

**JOB POSTING #:** 20-18  
**POSTED:** 02/22/2018, 8:00 a.m.  
**EXPIRATION:** 03/16/2018, 4:30 p.m.  
**TITLE:** PUBLIC SAFETY CLERK I (Position Code #2241)  
**SALARY:** \$35,778 - \$64,480  
**DEPARTMENT:** POLICE  
**DIVISION:** TECHNICAL SERVICES-RECORDS (Shift Work)

**TASKS OR DUTIES:** (Illustrative)

This position performs a variety of high-level, police-specific clerical and other office duties, typing, data entry, and bookkeeping tasks, answers phones, performs customer service work; does related office work utilizing normal office machinery, as required. May provide primary clerical support to a police division head.

**Note:** The Public Safety Clerk I position was established as a probationary six-month training transition to address training issues. After the initial six month training period has been completed successfully, the employee will be elevated to a Public Safety Clerk II.

Acts as desk clerk in handling of complaints or requests for information at the police department front desk filling out accident and offense reports;  
Reviews reports and other documents for completeness and accuracy;  
Transcribes correspondence, documents, tables, manuscripts, memoranda and statistical summaries; dictated forms, narratives, confessions and eavesdrops;  
Receives telephone calls, handles complaints and makes proper referrals on departmental matters;  
May assist Technical Services Supervisors as necessary;  
Receives and processes mail which includes payments and requests from insurance companies for reports  
Monitors and prepares schedule of court appearances;  
Prepares subpoena and FOIA documents;  
Performs the typing, filing and clerical work involved in the processing of a variety of police records, such as arrests, convictions and criminal offense reports;

**POSITION REQUIREMENTS:**

Completion of a high school education or GED equivalent;  
Experience as a clerical position within the City of Joliet such as a Clerk Typist, Secretary, or other similar position, or two (2) years of related experience, or any equivalent combination of related experience and training;  
Typing skill level of 50 wpm;  
Strong knowledge in clerical/bookkeeping work involving data entry;

Strong knowledge of office practices and procedures and use of normal office machinery;  
Strong knowledge of computers and electronic data processing and Microsoft Office software;  
Ability to quickly adapt to changing/evolving technology;  
Ability to type accurately from clear copy or rough draft and dictation at a rate of 50 words per minute;  
Good knowledge of technical terminology/communication related to position responsibilities;  
Ability to comprehend and carry out complex oral and written instructions and exercise good judgment;  
Considerable social sensitivity;  
Good observation and judgment;  
Ability to make routine decisions in accordance with laws, ordinances, regulations and established policies;  
Ability to multitask and work on several items with a sense of urgency and prioritize, recognize potential problems and report to the supervisor, as appropriate;  
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;  
Ability to establish and maintain effective working relationships with employees, City officials, and the public.  
Must maintain confidential information.

**SPECIAL REQUIREMENTS**

Must possess a valid Illinois Driver's License;  
Due to the nature of sensitive information within the Police Department, employees transferring from another department will be subject to additional background checks;

Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

A full job description is available in Human Resources upon request.

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OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**