



POLICE RECORDS CLERK APPLICANT FACT SHEET



The following information is supplied in an effort to inform you about the Village of Bartlett and its Police Department. The information contained herein is not intended to constitute an offer of employment nor is it a guarantee of benefits. Some items contained herein are subject to change without notice. If you have any specific questions on any of these items, or about the Village of Bartlett, please feel free to contact the Human Resources Manager (630) 837-0800.

Citizenship	At the time of employment, applicant must be a citizen of the United States.
Age	At the time of appointment, applicant must be 21 years of age.
Education	Applicant must possess a high school diploma, GED, or a high school proficiency exam certificate.
Process Duration	Applicants will be notified within 30 days of the decision to hire or not to hire by the Village of Bartlett.
Reapplication	Applicants who are not selected may re-apply for future openings.
Interviews	All qualifying applicants will be required to participate in an interview with the Human Resources Manager and other members of the police department as designated.
Physical Health	All applicants who are given a conditional offer of employment must undergo a physical examination, including a drug screen and visual examination, by a doctor who has been selected by the Village of Bartlett.
Character	Applicant must be of good character, must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in Illinois Compiled Statutes, 65 ILCS 10-21-6. Prior to being given a conditional offer of employment, applicants must successfully complete a background investigation.
Work Schedule	The posted Records Clerk position requires four (4) ten-hour days per week, working the overnight shift from 10 PM – 8 AM with rotating days off. Records Clerks must also be able to cover other shifts, work weekends and holidays.
Benefits	The Village of Bartlett offers a comprehensive benefit for the employee and his/her dependents, including sick leave, medical insurance, life insurance and dental insurance.
Deferred Comp	Village of Bartlett employees may participate in a deferred compensation plan.
Pension	All Records Clerks are eligible to participate in the Illinois Municipal Retirement Fund.
Retirement	Records Clerks are eligible to retire from the Police Department at age 55 or 62 depending on their date of participation in the Illinois Municipal Retirement Fund.
Uniforms	Personnel, upon initial hiring to the Police Department, are issued initial uniforms and equipment in lieu of receiving a uniform allowance. Monetary allowances are given annually after the probationary period ends.
Probation	Appointments are made with a six-month probationary period, which can be extended by three months at the discretion of the employer.
Wage/Salary	Employees are paid bi-weekly on Fridays, with 26 pay periods per year. Starting pay is \$19.95 per hour.
Education	The Village of Bartlett reimburses employees for college level courses taken in pursuit of a college level degree, while employed. The rate of reimbursement is dependent on the budget, type of course taken, relation to the employee's position, and grade achieved.
Holidays/Vacation	Employees are eligible for both vacation and holidays, which include personal days.

THE VILLAGE OF BARTLETT IS AN EQUAL OPPORTUNITY EMPLOYER