



**Position:**  
**Department/Division/Branch:**  
**FLSA Status:**  
**Updated:**  
**Operational/Clerical/Administrative:**  
**Supervisory/Non-Supervisory**  
**Revised:**

**Clerk Typist - Records**  
**Police Department**  
**Non-Exempt**  
**5/14/2026**  
**Clerical**  
**Non-Supervisory**  
**2/4/2014, 4/15/2015, 1/5/2016,**  
**1/7/2020, 4/21/2020, 5/14/2026**  
**2/1/2021, 8/25/2021, 4/1/2023,**  
**11/21/2024**

**Reviewed, but not revised:**

**Approved:**

**Director of Human Resources/Risk Management**

### **NATURE OF WORK**

This is an entry-level secretarial classification working under direct supervision within the Village performing general administrative support functions. Incumbents in this classification also perform routine and non-routine duties with a variety of related tasks in the Police Department. The distinguishing characteristics of this classification include responsibility for performing general secretarial and clerical support duties requiring some independent judgment and initiative at times, and knowledge of the operating policies and procedures of the assigned section. Work is of routine difficulty and is reviewed for progress and conformance to established procedures by the Records Supervisor, Assistant Records Supervisor or his/her designee.

### **ILLUSTRATIVE EXAMPLES OF WORK**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Types a variety of correspondence including records, forms, memorandums and reports; checks for accuracy in spelling, grammar and punctuation; composes basic correspondence and signs supervisor's name as authorized.
- Performs general office duties, answers telephones, greets visitors, fulfills requests for information, directs telephone calls and messages to appropriate personnel; meets customers and handles their inquires or problems for solutions; gives basic information of a non-technical nature concerning departmental procedures, rules and regulations. Provides said service to customers in a timely, professional and courteous manner. Performs other duties as assigned by the supervisor.
- Compiles special reports and studies; audits reports; proofreads data; codes data for entry into computer; responding to FOIA requests; assists in the preparation of charts, graphs and other statistical data.
- Assists the supervisor with planning orientation and training classes when necessary; prepare assignment schedules; controls departmental supply inventory.
- Ability to perform the duties of the position and operate department equipment with strict adherence to Village and Department safety policies and procedures. May assist staff with and/or perform work in the Administrative Adjudication Program.

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- Ability to safely and properly operate trucks, tools, and equipment involved in department operations and perform said duties in strict accordance with the Department/division SOP/safety manual; may serve on departmental safety committee.
- Must wear all required safety equipment (i.e., gloves, ear plugs, etc.) for the duty at hand according to department, equipment and regulatory specifications; report near miss accidents; comply with proper P.P.E. usage and follow required JSA's; attend all required Village and department training; perform vehicle and work area evaluations according to department specifications and as required on a daily basis; initiate training topics or issues as needed.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

**Data/Information Utilization Skills Required:**

Requires the ability to perform a basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Ability to type with speed and accuracy of a minimum of 45 words per minute.

Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as, reports, contracts, agreements, policies, budgets financial statements, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Ability to accurately screen, sort, re-route and dispatch departmental mail, telephone calls and messages to appropriate personnel.

Ability to maintain clerical records and to prepare reports from such written records or computer reports and screens.

**Human/Personal Interactive/Verbal Skills Required:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

Requires the ability to communicate orally and in writing with the supervisor and all department personnel, other Village departments, customers, residents, vendors and the public.

Requires the ability to utilize a wide variety of reference and descriptive data and information such as policies, procedures, reports, records, correspondence, forms, requisitions, vouchers, notifications, permits, invoices, and general operating manuals.

Ability to maintain strict confidentiality of information and documents.

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Ability to establish and maintain satisfactory working relationships with supervisors, co-workers, (including employees from other departments), people from outside agencies and the general public.

Ability to recognize and prepare to work safely within the constraints of potential hazards.

Ability to articulate and accurately convey information on the departmental policy and programs to the general public in a professional manner (telephone, written and direct communications skills required).

**Equipment, Machinery, Tools and Materials Utilization Skills Required:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential functions.

Ability to perform the duties of the position and operate department equipment with strict adherence to Village and Department safety policies and procedures.

Possess a working knowledge of office equipment and data processing equipment (i.e., computer software programs such as those in a Microsoft Office environment).

Ability to safely and properly operate trucks, tools, and equipment necessary to perform said duties in strict accordance with the Department/division SOP/safety manual; may serve on departmental safety committee; also ensures that all subordinate staff perform duties in accordance with Department/division SOP/safety manual.

Must wear all required safety equipment (i.e., gloves, ear plugs, etc.) for the duty at hand according to department, equipment and regulatory specifications; report near miss accidents; comply with proper P.P.E. usage and follow required JSA's; attend all required Village and department training; perform vehicle and work area evaluations according to department specifications and as required on a daily basis; initiate training topics or issues as needed.

**Mathematical Skills Required:**

Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals. Some positions may require the use of descriptive statistics.

**Functional Reasoning Required:**

Ability to interpret instructions and police reports furnished in written, oral, diagrammatic or schedule form.

Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

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**ADA COMPLIANCE**

**Physical Skills and Abilities Required:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing up to twenty (20) pounds. Employee is exposed to moving mechanical parts.

Ability to sit (using a computer on a desk) for several or more hours straight with occasional short breaks; and stand for an hour or more at one time with occasional short breaks (i.e., filing documents, working the front counter greeting and working with customers).

The employee must be available and present for work as scheduled and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public. Must be able to work assigned overtime. Must be able to attend and participate in job-related meetings, seminars, and continuous education courses. Must be able to pass psychological, physical and/or other examinations as required.

**Work Environment Factors:**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury. The noise level in the work environment is usually low to occasionally moderate.

Ability to recognize and prepare to work safely within the constraints of potential hazards.

**Essential Physical and Sensory Job Elements:**

The following is a close approximation of the average frequency in hours the employee with this job title performs each of the following physical and sensory elements below. This frequency may vary to some degree day-to-day depending the job being performed.

**FREQUENCY OF OCCURRENCE**

1. Manual Dexterity:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: Ability needed to operate keyboard for typing and data entry.

2. Climbing:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

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3. Crawling:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

4. Kneeling:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

5. Lifting:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

6. Running:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

7. Sitting:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: Most of work is performed sitting at the work station for most of the day.

8. Standing:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: May need to stand while filing or working at the reception counter.

9. Stooping:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

10. Walking:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

11. Carrying:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

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Explanation:

12. Driving:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

13. Listening:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: Needed to interpret and serve residents and employees with regards to any problems or questions. Respond to and direct phone calls.

14. Visual Acuity:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: Must be able to view correspondence, to gather information for preparation of various reports, and proofreading.

15. Verbal Communication:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation: To communicate with customers; answer questions and provide information.

16. Other:	N/A	Minimal	Moderate	Frequent	Excessive
Hours per day:	N/A	(0-1)	(1-4)	(4-7)	(7+)

Explanation:

**Equal Employment Opportunity:**

The Village of Addison, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE**

Possession of a high school diploma or GED preferred. This position also requires employees to possess working knowledge of data processing systems (personal computers, Microsoft Office Software Programs, e-mail, etc.) and two (2) years of general clerical experience.

**JOB SAFETY**

In every work environment there are hazards present, which may result in an accident or injury. The Village of Addison strives to reduce this accident potential through safety and loss control programs. It is each

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employee's responsibility to comply with and adhere to departmental and Village safety procedures and training. Further, employees are encouraged to actively identify potential risks and hazards to avoid accidents and injuries. These potential risks and hazards should be identified to an employee's supervisor and the departmental safety committee so that proper and adequate loss control measures can be put into effect.

All accidents resulting in injuries to employees or damage to public or private property, no matter how significant, must be reported promptly to the employee's supervisor. In no case should this report be submitted later than the end of the current shift during which the incident occurred.

[These essential tasks may change from time to time to meet the ever-changing responsibilities of the department. While the changes are often subtle, they do become a part of a position's required responsibilities. Due to this evolution, periodic updates may be made to this job description, including an updated list of essential job requirements]

