



City of Braidwood Police Department

141 W. Main Street
Braidwood, Illinois 60408
Phone: (815) 458-2342
Fax: (815)-458-6120



NOW HIRING

Administrative Coordinator

DESCRIPTION:

The City of Braidwood Police Department is seeking to hire one (1) full time Administrative Coordinator. The duties of this position include, but are not limited to, being responsible for the overseeing of the daily operations of the records division, ensuring compliance with department policies, state and federal laws, and maintaining accurate and up-to-date records.

ESSENTIAL/KEY FUNCTIONS (In summary):

Administrative Functions:

- ★ Primary resource for computerized systems within the department, including: P1 Records system, DACRA electronic ticketing system, LEADS, AVRS Traffic crash reporting system.
- ★ Coordinate Gov-Pay cashing functions including receipting fine money and other revenue sources maintain appropriate cash, accounting records and procedures.
- ★ Act as official custodian of documents and records for the police department, including the retention and destruction of records in accordance with the City's record maintenance schedule.
- ★ Department FOIA officer.
- ★ Oversee communications with Circuit Clerk and courts, ISP, and other criminal justice systems to include transmittal of arrest charges, criminal complaints and reports, court schedules, and official department documentation.
- ★ Facilitates the completion of court-ordered expungements and sealed records, along with automatic juvenile expungement requirements.
- ★ Function as LEADS Agency Coordinator to be in compliance with ISP regulations and State law.
- ★ Liaison to the Illinois Criminal Justice Systems (CJIS).
- ★ Provides administrative support to Patrol Officers, Sergeants, and the Chief of Police.

Supervisory Functions:

- ★ Records Supervisor, supervises the work of the Records Clerk.
- ★ Plan, prioritize, assign, supervise and review the work of employees responsible for providing record maintenance services within the police department.
- ★ Supervises all police department purchase orders and requests for payment.
- ★ Supervises maintenance and storage of records and files.
- ★ Trains and works with employees to correct deficiencies effecting the Records Division.
- ★ Oversees the fiscal unit and administration of the department's grants.

Community Relations Functions:

- ★ Greet and provide professional customer service to the public by answering or seeking the answers to a variety of questions concerning the Police Department and the City regarding it's ordinances, policies and procedures.
- ★ Participates in the planning of National Night Out, Blue Santa, Shop with a Cop, Cop on a Roof, and other community interactive events.

QUALIFICATION REQUIRMENTS:

- ★ Associates degree at a minimum *and/or* previous Law Enforcement Administrative Coordinator or Law Enforcement Records Supervisor experience.
- ★ Prior supervisory experience.
- ★ Experience in software and operational systems relative to Illinois law enforcement management.
- ★ Ability to maintain a professional demeanor when dealing with the public.
- ★ Ability to train users having differing levels of computer knowledge.
- ★ Ability and willingness to receive, handle and complete confidential submissions, reports, records and data with honesty, integrity, and confidentiality.
- ★ Ability to collect, logically organize, and analyze information and make appropriate decisions or recommendations within the scope of position responsibilities.
- ★ Ability to effectively communicate verbally with other members of the Department, other City Departments, and the public.
- ★ Ability to compose correspondence and routine reports in a clear and logical manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.
- ★ Proficient in Microsoft Office, Adobe, Google, Quicken, QuickBooks.
- ★ Ability to operate various types of equipment: standard office equipment, computer, copier/scanner, AV security system, Livescan, various software applications required for the position.

Community • Leadership • Integrity • Pride • Professionalism

WORK SCHEDULE:

- ★ The typical work schedule is Monday – Friday, 9:00 am to 5:00 pm. Additional hours may be required, as needed, for emergency situations or community events which will allow for some flexibility with work hours.

SALARY/BENEFITS:

- ★ The rate of pay offered for this full time position is \$24.00 per hour. This position includes a full benefits package (health, dental, vision, life), eligible for 457 (B) deferred compensation plan, vacation, sick, personal days as well as 11 paid holidays per year. This position also allows the employee to participate in the Illinois Municipal Retirement Fund (IMRF) retirement pension plan.

HOW TO APPLY:

- ★ Interested candidates can obtain an application for employment by coming to the Braidwood Police Department, located at 141 W. Main St. Braidwood, IL 60408 or printing a copy from: https://www.braidwood.us/_files/ugd/4cd10a_519083168fe54a59bd6be1910c710bba.pdf
- ★ Applications and resumes can be returned in person or emailed to blocascio@braidwood.us labeled as “Administrative Coordinator Application” in the subject line of their email.
- ★ The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a drug screening.
- ★ Completed applications must be received no later than **5:00 pm on July 31, 2024.**

Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact the police department at (815) 458-2342.

THE CITY OF BRAIDWOOD IS AN EQUAL OPPORTUNITY EMPLOYER