

JOB DESCRIPTION - POLICE CLERK

I answer all four police telephone lines and refer or handle call myself. I make outgoing calls for the Chief or the Officers as requested. I make calls to other agencies and police departments for information on persons or vehicles stopped or parked in the Village.

I answer and dispatch the calls on police radios, both Lake County net and 155.43 net. I also write down any ISPERN emergency messages in our area as broadcasted. I run registration, stolen, or wanted checks on vehicles or persons. I dispatch ambulances, doctors, tow trucks, or such other services or equipment as needed on accidents or calls.

I process traffic tickets that are written by the Officers. On each ticket I make a traffic card for files, type entry of same on transmittal list and traffic log. I put court findings on the front of each ticket after court and when ticket is paid or there is a not guilty verdict I finalize the ticket. I do this by putting verdict on traffic ticket, traffic card, and ticket log and file ticket in final ticket book.

This same procedure is followed on misdemeanor and felony arrests. Except that in addition I type the complaint forms, arrest cards, fingerprint cards, and sending for a driving abstract.

On each court date I prepare each Officers case by placing their tickets and cases in individual folders with typed lists of ticket numbers and violators name. I also prepare a typed list of all tickets and cases for the prosecutor. *(75-150 per month)*

I process all reports made out by the Officers. I stamp a number on each report, type name cards on all persons involved, and make offense cards on each report. The cards are then filed and the reports are given to the Chief for his approval. *(100-200 per month)*

I file all reports, miscellaneous material, and court material and maintain the filing system.

I type all correspondence, miscellaneous forms, employee insurance claims, enrollment or change in status cards, and other miscellaneous material.

I make copies on 3M machine on all material as needed. *(app. 250-300 per month)*

I maintain an alphabetical card file on residents as to their exact location, name, and phone numbers.

I compile a crime report for the State and the F.B.I. each month. (Offenses, Arrests, Citations, & warrants)

I type all letters on police department business for the Board meeting each month and make copies of bills and such material as needed.

I type a vacation and house watch list each week for each officer.

I keep a supply of forms out for the Officers as they need them. I request office supplies as they are needed.

Starting this year I will be taking application and giving out Village Vehicle Stickers.

I keep all bulletin boards cleaned off of old orders and notices.

I maintain a record of all motor vehicle accidents that occur in the Village by road.

I maintain an alarm file. Activated alarms are recorded under residents name and date it was activated.

I maintain a stolen property file. All stolen property is listed with case number, serial number if available, name of owner, and filed categorically by type of item.


Vinnia M. Meade
Police Clerk

I maintain a criminal identification file. All prints, photos, and arrest records on persons arrested is filed, therein.

I greet, handle, or refer persons that come into the Police Department.

I work 44 hours per week and am compensated \$577.50 per month.

September 07, 1972

DUTIES OF THE VILLAGE CLERK OF VBH

GENERAL:

1. Answer the telephone calls.
2. Handling all correspondence.
3. Issuing building permits and collecting fees.
4. Registration of Cook County voters of the Village.
5. Keeping the Village books. A ledger showing all disbursements, a ledger of all cash receipts, a ledger on the employees showing withholding, social security, Illinois taxes and insurance payments.
6. Having legals published when necessary.
7. Maintaining Ordinances, Resolutions, Annexations, Contracts and general files of the Village.
8. Keeping census data.
9. Notarizing papers, petitions etc.
10. Filing petitions for rezoning - elections.

SEMIMONTHLY:

- Type payroll for Police

MONTHLY:

1. Attend Board meetings.
2. Type minutes for all members of Board and mail.
3. Type payroll checks.
4. Type checks for monthly expenses and bills.
5. File monthly withholding forms and taxes.
6. File monthly Illinois income taxes and forms.
7. File monthly census report on new homes.
8. Send receipts and warrants to Treasurer.

QUARTERLY:

1. File with IRS-withholding for quarter.
2. File with State of Illinois - taxes for quarter.
3. File with Social Security Unit - for quarter.

YEARLY:

1. Audit - Auditor spends a day at my home auditing books.

BI-ANNUALLY

Election - order election supplies, printing of ballots, arrange absentee voting, set up election and obtain election judges.

COMPENSATION:

\$ 150.00 monthly - \$ 50.00 monthly for rent.

I cannot give you an hourly breakdown. There are lots of things that could be done if I had the space. Old files etc. are here, at the Police Department and in various officers homes. There are days when the telephone rings constantly, those when it doesn't ring at all and at times Sundays and evenings.

Sincerely,