

HUMAN RESOURCES DIVISION
PHONE: (815) 724-4020
FAX: (815) 724-4039



**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 04-26
POSITION POSTED: 03/04/2026
POSITION EXPIRATION: Open until filled
TITLE: Public Safety Clerk I (Position Code #2241)
SALARY: \$40,680 – \$75,471
DEPARTMENT: Police
DIVISION: Records

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 40 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 40 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.