The Kendall County Sheriff’s Office is seeking qualified applicants for the position of full-time Records Clerk. This position will serve as the Freedom of Information (FOIA) Officer to coordinate, manage, review records, and respond to public requests for records. Additionally, this position may also perform a variety of routine, complex and confidential clerical work, including but not limited to answering non-emergency phone lines, providing walk-in public assistance, data entry and filing.

**Education and Experience Required**

**Education:** High School Diploma or equivalent

**Related Experience:** Two (2) years’ experience in records management and database systems or equivalent combination of training and experience.

**Special training or other certification, etc.:** Ability to obtain Freedom of Information Officer and Open Meetings Act Certification within thirty (30) days of employment.

**Knowledge of:** Records management standards and procedures; database management standards and procedures; Freedom of Information Act and Open Meetings Act; Local Records Act; publications and indexing systems; word processing, database, and spreadsheet software packages.

Salary Range is $12 - $14 per hour depending on experience. Regular work hours for this position are 8:00am – 4:30pm Monday through Friday, totaling 37 ½ hours per week.

The full-time entry level Records Clerk position is a civilian position that requires an individual who can manage multiple tasks and deadlines; has attention to detail; is comfortable in a fast-paced position; communicates effectively, verbally and in writing; and is able to work independently within a team environment. Previous FIOA experience is a plus!

Any offer of employment is contingent upon the applicant’s successful completion of an interview, background investigation and drug screening.

**APPLICATION DEADLINE:** May 15, 2019

Completed applications can be emailed to tpage@co.kendall.il.us, faxed to 630-553-4379, mailed or dropped off between 8am – 4:30pm M-F.

Applications are available by clicking [here](#) or at the Sheriff’s Office.

*Equal Opportunity Employer.*