



# RECORDS CLERK

Bellwood, Illinois  
Bellwood Police Department  
3200 Washington Blvd  
Bellwood, IL 60104  
Website: [www.vil.bellwood.il.us](http://www.vil.bellwood.il.us)

Salary: \$41,745 - \$43,680  
Population: 19,000  
Records Clerks: 1  
Application Deadline: **September 22, 2022**

**APPLICATION AVAILABLE ONLINE ONLY BEGINNING September 22, 2022**

**\*\*No application fee\*\***

**[WWW.VIL.BELLWOOD.IL.US](http://WWW.VIL.BELLWOOD.IL.US)** (Government tab/Employment opportunities tab)

**Any questions can be directed to Human Resources, Ms. Tonita LeShore**

**708-547-3500 x1512**

**THE VILLAGE OF BELLWOOD is now accepting applications for Full Time Records Clerks**

**If selected, mandatory Interviews for the position of Records Clerk will be held at the Village of Bellwood.**

## **Minimum requirements:**

**Citizenship:** Must be a United States Citizen  
**Education:** Must have proof of High School Diploma, GED certificate or High School Proficiency Statement  
**Age:** Eighteen years and over  
**Residence:** At this time there is no stated requirements for residency declared by the Village of Bellwood other than the State of Illinois.

## **Benefits:**

- Local Union #700, International Brotherhood of Teamsters
- Sick Leave pay, accrued one day every month
- Competitive Health Insurance
- Uniform allowance
- Life insurance
- Holiday pay
- Vacation – two to four weeks (after 12 months of employment)
- Personal days (after 12 months of employment)
- Birthday off (after 12 months of employment)
- Tuition Refund Program

**All applicants are subject to the Rules and Regulations of the Village of Bellwood, which is an Equal Opportunity Employer**

**POSTED: September 22, 2022**