



## Village of Tinley Park - Employment Opportunity

The Village of Tinley Park is an Equal Opportunity Employer and a Drug Free workplace.

### CLERK MATRON – Part Time

Posted: April 5, 2019

Closing Date: April 26, 2019

The Village of Tinley Park seeks Clerk Matron at the Police Department to work part-time (24 hours per week) responsible for varied and increasingly responsible clerical work, monitoring alarms and security cameras, thoroughly searching and aiding in the booking process for in-custody female prisoners, and related work as assigned. This position reports directly to the Office Coordinator.

**Schedule:** Three shifts comprised of eight-hours each (anytime Sunday through Saturday) including weekends, holidays and any additional shifts, as determined by the department supervisor. Shift(s) may be changed depending upon the needs of the department and/or may include additional hours, as needed.

**Minimum Qualifications:**

- High School Diploma or GED equivalent;
- Prior office experience (preferred);
- Experience working in a law enforcement agency desirable, but not essential;
- Valid motor vehicle license.

**Start Pay Rate:** \$14.86 per hour.

**Training:** Successful candidate will go through LEADS and Matron training upon beginning employment.

**Application Process:** Interested candidates should complete and submit a Village of Tinley Park Application for Employment obtained at [www.tinleypark.org](http://www.tinleypark.org) or in person at the Village Hall, along with a cover letter and resume. **Submissions must be postmarked, e-mailed or received in the Village Hall night drop by 5:00 p.m. on closing date.**

**Mail to:** Human Resources, Village of Tinley Park, 16250 South Oak Park Avenue, Tinley Park, IL 60477.

**Email to:** [humanresources@tinleypark.org](mailto:humanresources@tinleypark.org)