

Village of Glendale Heights

A Proud & Progressive Village for all People



*Now accepting applications for the
position of*

**FULL-TIME
RECORDS TECHNICIAN**

The Village of Glendale Heights

The Village of Glendale Heights is a modern residential, suburban community, 15 miles west of the Chicago city limits. Over the years, the Village has welcomed a significant growth, both in population, and within our business community. Its landscape is dotted with ranch homes, split levels, apartments, condominiums, shopping centers, churches, industrial business parks, beautiful community and neighborhood parks, modern service facilities, and three excellent elementary school systems.

The positive influence of many improvements to the Village, including Camera Park, renovations to the Civic Center, the Center for Senior Citizens, and the Sports Hub, unmistakably echo the vibrant character and the vitality of our community. We have become an attractive, growing community, that boasts within its boundaries AdventHealth Medical Center GlenOaks and the beautiful Glendale Lakes Golf Club, owned and managed by the Village of Glendale Heights.

The current population is 34,208 as of the 2010 census. The Village of Glendale Heights is dedicated to maintaining its progressive atmosphere, while offering its residents superior community amenities and services that respect the concerns of residents, while striving to provide a safe, viable community in which to live.



Village Government



The Village of Glendale Heights was incorporated in July of 1959. The first election was held on August 2, 1959. Though incorporated as Glendale, the name was changed to Glendale Heights in March 1960 because of a conflict with another Glendale in southern Illinois. The name chosen is appropriate for “Glendale” as it reflects a close geographic identity with two neighbors, Glen Ellyn to the south and Bloomingdale to the north. “Heights” describes the unique topography of the Village as it rests on two distinct elevations with a 100-foot variation.

The Village is a home rule municipality under the Constitution of the State of Illinois and is governed by a Village President and 6 Village District Trustees. The elected officials serve alternating four-year terms.

The Village of Glendale Heights has over 300 employees making up several departments which include, Administration; Police; Parks, Recreation & Facilities; Public Services; Finance; Administrative Services; Community Development; and Glendale Lakes Golf Club.

Village of Glendale Heights Mission Statement

The Village of Glendale Heights strives to improve the quality of life to all its residents and commits to serve, protect and provide a high standard of services and programs through the cooperative efforts of its residents, businesses, employees and elected officials.

Records Technician

The Village of Glendale Heights Police Department is accepting applications for a Full-Time Police Records Technician for the Support Operations Division. This position is for the 3:00PM to 11:00PM shift Monday thru Friday. This is a public safety/essential service position and the Police Records Technician may be required to work alternative shifts (a shift change can occur and there is no shift guarantee).

Under the direction of an assigned supervisor, the Full-Time Police Records Technician performs a variety of operational-type clerical duties including typing, data entry and recording, filing, and processing information in support of maintaining official law enforcement documents and records; performs matron duties; responds to request for information from within the Police Department, other City Departments, Criminal Justice Agencies, attorneys, insurance agents, businesses, and the general public in accordance with established policies and practices; receives and dispenses information in person or by telephone; refers requests to appropriate officers or agencies as necessary; provides procedural assistance and information to the public.

Qualifications: Graduation from High School or GED equivalent with specialized course work in general office practices such as typing, filing, reception, answering telephones, data entry, accounting and bookkeeping, and two years of responsible related experience (preferably in police records), or any equivalent combination of related education and experience. Bilingual (English/Spanish) a plus.

Compensation & Benefits

Starting Hourly Rate: \$22.28. This is an AFSCME union, non-exempt position.

How to Apply

To apply, please submit a cover letter, resume and a Village employment application to:

Village of Glendale Heights
Attn: Human Resources Division
300 Civic Center Plaza
Glendale Heights, IL. 60139

All job offers are conditional upon the satisfactory outcome of pre-employment drug testing and submission of fingerprints for a complete background investigation. Employees are required to have their permanent residency within a 20-mile radius of the Village, unless an exception is approved by the Village Administrator.

Posted 7-18-22; applications will be accepted until position is filled.
An Equal Opportunity Employer.