



CITY OF PARK RIDGE

505 BUTLER PLACE
PARK RIDGE, IL 60068
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www.parkridge.us

POLICE INFORMATION TECHNICIAN **Part-Time**

The City of Park Ridge's Police Department seeks applicants for the part-time position of Police Information Technician. Responsibilities include, but are not limited to, serving as a non-emergency police desk attendant, work of moderate to complex difficulty involving typing, filing, data entry, answering/directing phone calls, and interacting with the general public. LEADS certification and/or familiarity with law enforcement preferred. Excellent customer service skills are a must. Strong written and organizational skills required. Experience in record keeping, customer service, and/or public safety administration a plus. High school diploma or G.E.D. required. Scheduled hours vary to any hour or day of the week. Majority of work hours will include weekends, holidays, and nights. Starting hourly rate is \$14.71. Position is available until filled.

Application available at <http://www.parkridge.us/government/employment.aspx>
Submit Application for Employment and resume to Human Resources via email at
humanresources@parkridge.us or by U.S. Mail to:

City of Park Ridge
Attn: Human Resources
505 Butler Place
Park Ridge, IL 60068

EOE M/F/D/V

Our Mission:

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE,
SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.