

## **Clerk Police Department**

The Franklin Park Police Department is seeking applicants for the position of Clerk. This position provides support to the Chief and the Police Department. Applicants must have strong communication / customer service skills, proficient in Microsoft Office Suite and to become proficient in the software specifically used at the Police Department. Attention to detail, accuracy and time management are necessary. Applicant must have a high school diploma or GED equivalent. Prior clerical duties are desirable. The Village of Franklin Park is an EOE.

Applications are available at the Village Hall, or online at [www.vofp.com](http://www.vofp.com). Please submit a completed application and resume to: Human Resource Department. Village of Franklin Park, 9500 Belmont Ave. Franklin Park, IL 60131. Fax: (847) 671-0221. Email: [resumes@vofp.com](mailto:resumes@vofp.com). deadline for submission is March 27, 2015.