



100 Parkers Mill • Oswego, IL. 60543 • (630) 554-3618 • Fax: (630) 554-3306
Website: <http://www.oswegoil.org>

Oswego Police
RECORDS SUPERVISOR

The Village of Oswego Police Department is seeking applicants for a Records Supervisor.

The Village of Oswego offers an excellent work environment, as well as a comprehensive benefits package including health, dental, and life insurance; pension plan (IMRF); and an excellent paid time off schedule. The salary range for this position is \$50,000-\$55,000. Salary will be determined based on experience and education.

This position is responsible for the supervision of 6-10 employees engaged in records management and customer service in a fast-paced, 24 hour per day, 7 day per week operation. The shift for this position is primarily day shift. An Associates degree; and 3-5 years of office, legal or related experience in a supervisory capacity, required. Bachelor's degree preferred. Candidates must possess excellent supervisory and verbal/written communication skills as well as proficiency in Word and Excel.

Applications are available on the Village website at www.oswegoil.org. Submit resume and/or application by email to: humanresources@oswegoil.org. Applications/resumes may also be sent to: The Village of Oswego Human Resource Department, 100 Parkers Mill, Oswego, IL 60543, fax: 630/554-3306. Equal opportunity employer. Application deadline is October 7, 2011.