



A Century of Progress with Pride

**City of Berwyn Illinois  
Part Time Police Department  
Records Clerk/Cashier**

**Description:** The City of Berwyn is now accepting applications for Part Time Records Clerk.

**Qualifications:** Candidates must be at least 18 years of age, must be a United States citizen, and have a high school diploma or a General Educational Development (GED) certificate. Applicants will have to pass pre-employment drug screening and a comprehensive background investigation. The position may require up to 20 hours of work per week, but hours can be flexible. Bi-lingual language skills with Spanish speaking capabilities are strongly preferred. Excellent customer service, light computer skills, and money handling capabilities are required.

**Salary:** \$17.00 per hour starting pay. Opportunities for advancement are available.

**Applications:** Beginning June 13, 2022 applications will be available **City of Berwyn Website** [www.berwyn-il.gov](http://www.berwyn-il.gov). The application period will remain open and positions will be filled as openings occur.

**An Equal Opportunity Employer:** All City of Berwyn applicants will be afforded equal employment opportunity without discrimination because of race, color, religion, marital status, national origin or ancestry, citizenship status, physical or mental disability unrelated to ability, sexual orientation, gender, military status or unfavorable discharge from military service.