



NOW HIRING

Community Service Officer (Part-Time) Police Department

DESCRIPTION:

The Village of Glen Ellyn's Police Department is seeking qualified candidates for the position of part-time Community Service Officer "CSO". The job duties of the CSO include, but are not limited to, performing a variety of technical and administrative tasks in support of the Police Department's operations; to enforce State and local traffic and parking regulations; to perform limited investigative work, and to provide responsive, courteous and efficient service to Village residents and the general public.

ESSENTIAL FUNCTIONS:

- Patrol streets for violation of laws and ordinances and take appropriate action
- Answer calls for service involving animal complaints, parking and traffic issues, vehicle lock-outs, abandoned vehicles, hazards, and other situations requiring police assistance or intervention
- Monitor parking boxes for proper payment, and issue tickets if necessary
- Deliver and pick-up miscellaneous packages for the Police Department

QUALIFICATION REQUIREMENTS:

- High School Diploma or equivalent (GED)
- Must have a valid driver's license
- Minimum one (1) year of previous Professional work experience or related specialized training. Previous work experience in public safety/law enforcement or related local government setting is preferred, but not required
- Interpret and apply Village, State, and Federal laws and procedures
- Assignments/duties require considerable public contact. Excellent verbal and written skills, and an ability to maintain a high level of professionalism in dealing with citizens under a variety of circumstances.
- Ability to function independently, as well as part of a team.

Qualified applicants must also be able to demonstrate general proficiency in operating office equipment, including computers and related software, such as Microsoft Office and Windows-based programs. The position also requires individuals capable of completing basic mathematical calculations.

WORK SCHEDULE: Weekday evenings and weekends. The average work hours will range from 16 to 18 hours per week. Additional hours may be required, as needed, for training, holidays, vacations, and/or emergency situations.

SALARY/BENEFITS:

The starting pay offered for this part-time, non-exempt position is \$20.64/hr to \$26.02/hr DOQ with no additional fringe benefits.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter to vgeresume@glenellyninfo.org. Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.
2. Applicants must indicate **(Job ID: #04-18-Community Service Officer)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post-offer medical physical with a drug/alcohol screen.

The position is open until filled; however, **first review of applications will begin on February 12, 2018.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER