



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION: Part-Time Community Service Officer I
DATE: August 28, 2017
DEPARTMENT: Police Department
REPORTS TO: Administrative Analyst
PAY GRADE: Part-Time (25 hours per week up to 29 as needed)
FLSA STATUS: Non-Exempt
STARTING SALARY: \$16.56/hour

Position Purpose:

The Part-Time Community Service Officer will assist all divisions of the Police Department in handling matters that are non-criminal in nature. The Community Service Officer's duties may range from the handling routine general service calls, to the handling of specially designated assignments. Duties at times may require the collection of information as well as the preparation of associated reports. The position is responsible for enforcing any parking violations throughout the Village, including the business districts, municipal parking lots, all metered areas, permit parking lots and all posted areas requiring regulation.

Supervision Exercised:

None

Job Duties:

Essential Functions:

- Performs routine patrol of the Village as required by duties.
- Enforce local ordinances pertaining to, but not limited to parking and animal control.
- Prepare reports for found property, abandoned autos, and delayed and private property crash reports.
- Assist motorists with disabled vehicles or vehicle lockouts.
- Handle pick-up and deliveries within or outside the Village Corporate limits, (i.e. equipment, interdepartmental mail, vehicle for maintenance/repairs, etc.).
- Assist with school crossing when required.
- Assignment to special event coverage for parking, traffic or crowd control.
- Matron duty (for a female CSO candidate).
- Child safety seat inspections and installations.
- Answer telephones, deliver and pick up interdepartmental mail, collect paid parking violations. Gives basic information and directions to the public.
- Assist with records department desk coverage.
- Collect money from meters/pay boxes and make bank deposits.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices.

Marginal Functions

- Perform simple vehicle maintenance. Report any mechanical problems to Supervisors.
- Testify in Traffic Court to give evidence in parking violations citations.
- Other duties as assigned.

Environmental Factors

The work environment generally includes the outdoors. The noise level can be loud. The position is subject to inclement weather conditions and working in high traffic areas. The work requirements include patrolling and walking assigned patrol areas on foot. The work also includes driving a Village-issued vehicle.

Physical Requirements

Regularly required to stand and walk, use hands to touch, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stoop, kneel, and crouch. May lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, depth and ability to adjust focus. Specific vision abilities include the ability to use a computer, and write reports and citations.

Knowledge, Skills and Abilities

- Knowledge of Police Department General Orders and Village Policy.
- Frequent contact with the public; must be able to communicate verbally and demonstrate good customer relations.
- Moderate analytical skills required.
- Ability to modify established processes and procedures due to changes in Police Department and Village policy is required.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.
- Ability to establish and maintain satisfactory working relationships with the public.
- Ability to assist public in a professional manner.
- Ability to work with minimal supervision and meet productivity standards.

Position Requirements

- Education equivalent to a high school diploma required.
- Valid Illinois Driver's License required.
- Must be able to obtain CPR and AED certification within 12 months of hire.
- Work schedule will consist of either 9:00 a.m. – 2:00 p.m., Monday and Wednesday through Saturday or 9:00 a.m. – 2:00 p.m. Tuesday through Saturday.

Safety Functions

- Becomes familiar with and observe all applicable safety and security policies/procedures
- Immediately reports all unsafe conditions and acts to supervisor
- Reports all accidents to supervisor immediately
- Recommends improvements to safety and security practices
- Obeys and adheres to all safety rules and work practices

Benefits

This is a non-sworn position. This position participates in the Illinois Municipal Retirement Fund (IMRF).

Process

- The selection process includes an application process, interview process, drug screening and background check.
- Applicants may reapply if they are not hired for this specific position.
- The position is open until filled. The position is expected to be filled as soon as the interview process and background checks are completed.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: hr@villageofhinsdale.org. Visit www.villageofhinsdale.org/jobs for a job application. The Village is an EOE employer.