



JOB POSTING

April 16, 2021

The City of Country Club Hills is now accepting applications for the following **Part-Time** vacancies.

PAID ON CALL OFFICER (POC)

Mandatory Afternoon, Midnight, Weekend & Holiday Shifts

Minimum Qualifications:

- Must be 21 years or older
- Possess valid Driver's License
- Must have current and valid certification from the Illinois Law Enforcement Training Board and a have minimum of three (3) years experience.
- Must be currently employed with a local, county or state law enforcement agency in good standing.

Skills/Abilities:

- Excellent oral and written communication skills
- knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws (federal, state and local) ordinances, and department rules and regulations
- Ability to operate the following: police vehicles, police radio, handgun and other defensive weapons as required, computer, body-worn camera
- Ability to exercise sound judgment in evaluating situations and making decisions
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint)

Essential Duties/Responsibilities:

- Perform general patrol of municipality in patrol vehicle or on foot / Crime Prevention
- Perform patrol functions / criminal assignments: respond to calls/complaints, traffic enforcement
- Perform non-criminal assignments such as completion of police reports, assist with motorist aids, vehicle lock-outs, and traffic control at accident scenes, crowd control at special events, assist FD personnel, prisoner processing, evidence collection / storage, impound vehicles / tow releases, training
- Able to work in inclement weather (i.e., rain, snow, sleet, ice, cold, etc.)
- Perform other duties as assigned

APPLICATION DEADLINE IS June 1, 2021 5:00pm

If you are interested, please submit a completed application to Patricia D. Hutson, City Clerk, City of Country Club Hills, 4200 W. 183rd Street, Country Club Hills, IL 60478. **EOE M/F/D/V/SO**

City of Country Club Hills