



JOB POSTING

November 17, 2021

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

COMMUNITY SERVICE OFFICER (CSO) ***Mandatory Afternoon, Midnight, Weekend & Holiday Shifts***

Minimum Qualifications:

Education/Experience/Training

- High School Diploma or equivalent (GED), related training preferred
- Possess valid Driver's License
- Must be 21 years or older

Skills/Abilities:

- Good oral and written communication skills
- Ability to follow direction, both written and oral
- Ability to operate the following: assigned patrol car, police radio, computer
- Ability to exercise sound judgment in evaluating situations and making decisions
- Ability to work with and maintain confidential documents
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint)

Essential Duties/Responsibilities:

- Perform general patrol of assigned area - in assigned vehicle or on foot
- Perform non-criminal assignments such as completion of police reports, assist with motorist aids, vehicle lock-outs, and traffic control at accident scenes
- Serve as law enforcement presence in city buildings i.e. City Hall, CRC, etc
- Respond to calls of ordinance violations (i.e. illegal dumping, garbage, abandoned/inoperable vehicles, etc)
- Enforce parking regulations and city ordinances - Issue citations or warnings
- Respond to animal complaints and perform animal control duties
- Assist in the processing of prisoners property in accordance with General Order procedures
- Cross train to perform administrative records duties and serve as a backup for records personnel as needed.
- Able to work in inclement weather (i.e., rain, snow, sleet, ice, cold, etc.)
- Perform other duties as assigned

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**