



Village of Woodridge

POSITION OPENING COMMUNITY SERVICE OFFICER

The Village of Woodridge Police Department is seeking qualified candidates for the position of Community Service Officer (CSO). The CSO position performs a variety of technical and administrative tasks in support of the Police Department's operations; enforces State and local traffic and parking regulations, performs limited investigative work and provides responsive, courteous and efficient service to Village residents and the general public. This position involves working rotating shifts in outdoor conditions as well as inside the police department building.

Position Responsibilities

- Answer calls and complaints involving animal problems, parking and traffic issues, vehicle lock-outs, minor automobile accidents, abandoned vehicles, hazards, nuisances and other situations requiring police assistance or intervention.
- Provide public information regarding law and law enforcement.
- Conduct child safety seat inspections.
- Conduct community presentations and facility tours.
- Responsible for overseeing vehicle and building maintenance as assigned.

Required Knowledge, Skills and Abilities

- High school diploma or GED.
- Excellent verbal and written communications skills.
- Bi-lingual skills a plus.
- Attention to detail.
- Ability to convey empathy and understanding under various conditions.
- Flexibility to work independently and as a part of a team.
- Ability to exercise good judgment and effectively solve problems in a variety of situations.
- Proficiency in operation of customary office equipment, including computers and related software.
- Must have a valid Illinois driver's license at the time of application.

Benefit and Salary Information

This is a full-time position with an excellent benefit package, including health and life insurance, IMRF pension, uniforms and equipment, vacation time, paid holiday and sick days. The starting salary is \$22.04 per hour.

Application and Testing Process

Applications may be obtained on the Village website: www.vil.woodridge.il.us. Submit application, cover letter and resume to Human Resources, 5 Plaza Drive, Woodridge, IL 60517, fax to (630) 719-0021, or e-mail to hr@vil.woodridge.il.us. Successful candidate must be able to meet standards in an oral interview process, and successfully complete a medical physical and drug screen, polygraph and psychological assessment. The application deadline is December 28, 2018. However, interviews may occur before the deadline, and the position will be filled as soon as possible.

Applicants with disabilities who will need accommodations in order to complete any portion(s) of the application should contact the Administration Department.

Posting Date: November 28, 2018