



Job Description

Community Service Officer – Part-Time

Department: Police

Reports To: Traffic Sergeant

FLSA Status: Non-Exempt

Salary Grade: 3

Summary

The Village of Plainfield is seeking to hire one (1) part-time Community Service Officer (CSO). This position performs a wide variety of public services to the community to include directional assistance, parking enforcement, directing and controlling traffic, and other support services to sworn officers or village personnel by performing the following duties.

Essential Duties and Responsibilities:

- Inspects and monitors village for applicable local ordinance violations and violations of the International Property Maintenance Code.
- Utilizes powers of observation in enforcing laws or reporting unusual activities or violations to superior.
- Delivers packages for all departments of the village as directed.
- Practices safety care and usage of department-issued vehicles and equipment.
- Practices vehicle and radio operation, patrol procedures, and traffic control.
- Practices basic first aid as required in support of duties.
- Directs and controls traffic.
- Issues written citations for parking and other minor violations.
- Writes detailed incident, investigation, activity, and other reports.

Recommended Experience and Skills:

- Strong customer service skills. Ability to manage difficult or emotional customer situations; responds promptly to customer needs; Solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Ability to perform mathematical operations using units of money, weight measurement and distance.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
- Strong skills in using database software; internet software and word processing software.
- Ability to pass work-related physical exam, drug test, polygraph, psychological, and background investigation as required.

- Ability to work and drive in hazardous and stressful circumstances or environment. Maintain thorough knowledge of village geography.

Qualifications:

- One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Experience in local, county, or state public service is highly desirable
- Must be 19 years of age or older.

Salary/Benefits:

Starting annual salary for this part-time, non-exempt position is \$22.84 per hour depending on qualifications.

Email your application and resume along with a cover letter to
humanresources@goplainfield.com

Hard copies may be dropped off or mailed to:

Village Hall
24401 W. Lockport Street
Plainfield, IL 60544.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer or the position outlined herein change.

The Village of Plainfield is an Equal Opportunity Employer and encourages persons of diverse backgrounds to apply for available positions.