



Village of Tinley Park - Employment Opportunity

The Village of Tinley Park is an Equal Opportunity Employer and a Drug Free workplace.

Community Service Officer – Field Operations (Part-time)

Posted: January 9, 2018

Closing Date: Until filled

The Village of Tinley Park (population approximately 57,000) seeks qualified applicants for the part-time position of Community Service Officer (CSO) – Field Operations, a non-sworn employee, responsible for providing general support to the Police Department and service to Village residents through community policing. Under the general direction of the Deputy Chief, the CSO-Field Operations enforces Village ordinances and performs other duties that do not require physical arrest and/or do not relate to crime in progress.

Duties and Responsibilities:

- Community policing including, but not limited to:
 - parking enforcement issues, school crossings, traffic direction (including theater);
 - hazards (such as wires down or street cave-in);
 - responding to animal complaints, public complaints, service calls, motorist assists, ordinance violations, abandoned auto,
 - performing service calls, mail runs, lab runs, bank runs; removing illegal signs;
 - conducting Station tours; fingerprinting, prisoner processing, vehicle maintenance
- Fulfills varied requests from Department personnel for business-related only errands outside of the Police facility;
- Other duties as assigned.

Schedule: Maximum thirty (30) hours per week, as directed.

Minimum Qualifications:

- Minimum 21 years of age.
- High School diploma or GED equivalent.
- Must successfully complete LEADS certification within six (6) months of hire.
- Must successfully complete in-house training, as directed.
- Must successfully complete any and all pre employment testing, as directed.
- Valid motor vehicle license.

Pay Rate: \$18.30 per hour.

Application Process: Interested candidates must submit resume, cover letter and completed Village of Tinley Park Application for Employment obtained at www.tinleypark.org or in person at the Village Hall. Submissions must be postmarked, e-mailed or received in the Village Hall night drop by 5:00 p.m. as soon as possible.

Mail to: Human Resources, Village of Tinley Park, 16250 South Oak Park Avenue, Tinley Park, IL 60477.

Email to: humanresources@tinleypark.org