



Community Service Officer (Part-Time) **Lindenhurst, Illinois**

Lindenhurst Police Department

2300 E. Grand Avenue

Lindenhurst, IL 60046

Phone: 847-356-5400

E-mail: police@lindenhurstpd.org

Website: www.lindenhurstil.org

Starting Salary: \$18.00 - \$20.00/hour

Population: Approximately 15,000

Sworn Officers: 20

Application Deadline: **October 29, 2021**

THE VILLAGE OF LINDENHURST IS SEEKING QUALIFIED APPLICANTS FOR PART-TIME COMMUNITY SERVICE OFFICER

The Lindenhurst Police Department is seeking qualified candidates for the position of part-time Community Service Officer.

Job Summary:

Under the supervision of the Patrol Commander or Patrol Sergeant, provides assistance to general police operations involving a wide range of duties; including, performing clerical tasks, enforcing ordinances and delivering service to the public.

Involves the administration of public services through ordinance and statute enforcement authority. This position also assists in protecting life and property, and preventing crime. Responsible for the implementation of laws, procedures and processes related to animals, environmental controls, quality of life, and crime prevention. Employees in this position also

provide support to the patrol operations and Village administration. The individual in this position must be able to work effectively in both an office and outdoor environment, in all seasonal conditions where there is likely to be significant physical discomfort associated with changes in weather, such as: rain, cold, snow, heat or discomforts associated with noise dust, dirt and the like.

This position requires considerable contact with the public, often under difficult circumstances. The Community Service Officer position will require the individual to be familiar with law enforcement, the delivery of public services, and public relations activities.

Qualifications:

- Minimum of 18 years of age, with a high school diploma, or GED equivalent.
- Must possess and maintain a valid driver's license.
- Possess Law Enforcement Agency Data System (LEADS) Certification, or have the ability to obtain within 3 months of hire.
- Excellent computer skills.
- Excellent verbal and written communication skills.

Candidates must:

- Agree to comply with all requirements of the position and have the ability to pass all training requirements.
- Be able to furnish upon request, a copy of the following: training certificates, documents confirming work experience, birth certificate, diplomas, transcripts, and any other employment-related materials as requested.

Part-Time Community Service Officers:

- May work a variety of shifts, which may include evenings, weekends and/or holidays
- Uniform allowance, Deferred Compensation
- Current starting Part-Time Salary: \$18.00 - \$20.00/hour

The Village of Lindenhurst has a population of approximately 15,000. The Police Department consists of 14 sworn Police Officers, 6 part-time Police Officers, 1 part-time Community Service Officer, and a Records Administrator.

HIRING PROCESS:

Selected candidates must successfully pass a background investigation, oral interview, and medical examinations.

Interested applicants should submit a resume to:

Commander Eric Senica

senica@lindenhurstpd.org

THE VILLAGE OF LINDENHURST IS AN EQUAL OPPORTUNITY EMPLOYER