



Part-Time Community Service Officer – Civilian Position

POSTED ON SEPTEMBER 16, 2020 AND WILL REMAIN OPEN UNTIL FILLED.

Overview:

The Village of Antioch is seeking qualified applicants for the position of Part-Time Community Service Officer (CSO) within the Antioch Police Department. This position is not a police officer but rather a civilian position. The CSO performs a wide variety of duties related to public relations, parking enforcement, traffic control, fleet maintenance, and general support of sworn personnel. A CSO responds to and interacts with the general public, residents, elected officials, and Village staff and will operate a variety of motorized vehicles monitoring activity in Antioch and reporting suspicious circumstances or other situations requiring police intervention. Qualified candidates may be required to drive during high traffic times, inclement weather, and other situations not conducive to driving. Additional job functions include assisting with traffic direction, receiving and processing abandoned vehicles, monitoring and enforcing non-criminal village ordinances, participating in the apprehension and confinement of stray domestic animals and wildlife, performing fingerprinting duties, prisoner duties, and attending training as required. *Position description available upon request.*

Applicants should have the ability to interpret and apply federal, state and village laws, think and act quickly in emergency situations, prepare accurate and grammatically correct reports, operate a variety of office equipment, understand and carry out oral and written directions, communicate clearly and concisely, and maintain cooperative working relationships.

Candidates given a conditional offer of employment must undergo a background screening and a physical examination including a drug screen.

Qualifications:

Minimum of High School diploma or GED, and valid Illinois or Wisconsin driver's license with a good driving record required. Two years of previous related experience and/or supplemental education in criminal justice is preferred.

Salary & Benefits:

The hourly hiring rate is \$15.00. This position is non-union, non-exempt, non-sworn, and has a rotating work schedule consisting of variable shifts, including nights, holidays and weekends.

How to Apply:

Interested applicants should submit a completed application (available on our website); cover letter and resume to:

Village of Antioch
Attn: Lori Romine, Human Resources
874 Main St
Antioch, IL 60002
Or email to:
lromine@antioch.il.gov

Equal Opportunity Employer:

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.