



**POSITION TITLE: COMMUNITY SERVICE OFFICER (PT)**

**DEPARTMENT: POLICE**

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## **PURPOSE OF POSITION**

The purpose of this position is to provide support for administrative tasks and functions as related to the daily operation of the police agency and enforcement of Village Ordinances.

## **ESSENTIAL FUNCTIONS**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. The Village of Bellwood's population and tax base do not permit the limitation of Position Descriptions to specific duties. Because it is in the best interest of the taxpayers to receive services at the lowest possible cost, other tasks from time to time assigned shall be deemed to be included in this Position Description.

Community Service Officers (CSO) will serve as support personnel as needed which may include assignments to patrol division, or the support services division. Position will require shift work. CSO's will answer telephone calls, monitor the Village of Bellwood's surveillance system, and monitor prisoner cells. CSO's will also issue bonds as needed and from time to time enter citations into the police department computer system. CSO's may be required to assist in booking arrestees. The position may require filing and file retrieval. The CSO will also be required to attend certain court calls. Other duties will include fleet services functions such as having fleet vehicles inspected and transported to repair shops if needed.

If assigned to the patrol division, CSO's will be expected to issue Village Ordinance violation notices, install and remove boots from violator vehicles, direct traffic, perform crossing guard duties, animal control duties, take minor traffic crash reports, and take lost property reports.

Conducts security checks of buildings and facilities.

Testifies in court as needed.

Performs emergency first aid and CPR as necessary.

Maintains knowledge of and assists other personnel with laws, ordinances, rules, regulations, policy, procedure and General Orders.

Provides assistance to any other unit in the department as needed.

Adheres to Village and department safety policies and procedures.

## **ADDITIONAL FUNCTIONS**

Prepares a daily activity report

Performs other duties as assigned and required

## **MINIMUM QUALIFICATIONS**

High school diploma or GED, valid Illinois Drivers License, must be able to pass a background check. Background must be free of any criminal history, or any adverse traffic violations. Applicant must also be able to adhere to standards set forth in the Bellwood Police Department Standard Operating Procedures and Rules and Regulations.

## **PERFORMANCE APTITUDES**

### **Data Utilization:**

Requires the ability to perform mid level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires the discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

### **Human Interaction:**

Requires above average interpersonal skills and the ability to interact positively with citizens and other employees. Must be skilled in conflict de-escalation and resolution. Requires the ability to remain calm in stressful situations.

Requires the ability to communicate both orally and in writing to all department personnel, other Village of Bellwood departments, other law enforcement agencies, residents and the public.

### **Equipment, Machinery, Tools and Materials Utilizations:**

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools, such as a computer and

other office machines, vehicles, radios, mobile computers, and/or related materials used in performing essential functions

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, geometry and algebra.

### **Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating, and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

### **Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in the critical and / or unexpected situations involving moderate risk to the organization.

## **ADA COMPLIANCE**

### **Physical ability:**

Tasks involve the ability to exert regular and sustained heavy physical effort with an emphasis on climbing and balancing, which also involves stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds; and may occasionally involve objects and materials up to 100 pounds.

### **Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics or colors, shapes and sounds associated with job related objects, materials and tasks.

### **Environmental Factors:**

Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature and noise extremes, noise, toxic agents/chemicals, disease, explosives or violence can cause discomfort and where there is a risk of injury.

The Village of Bellwood, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Other Position Information:

**Responsible To:**

Pay Range: As set forth by the Mayor and Board of Trustees

Pay Scale: As set forth by the Mayor and Board of Trustee