

Community Service Officer (Part-Time)

Bellwood, Illinois

Bellwood Police Department

3200 Washington Boulevard

Bellwood, IL 60104

Phone: 708-547-3528

Website: www.vil.bellwood.il.us

Salary: \$12.00/hour

Population: 21,000

Application Deadline: **09/15/2020**

Community Service Officers (CSO) will provide administrative support along with the enforcement of Village Ordinances in the police department. Position will require shift work which includes weekends and holidays.

CSO's will answer telephones calls, monitor the village 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 and conduct security checks of buildings and facilities. CSO's may also provide assistance to any other unit in the department as needed. CSO's shall maintain knowledge of and assist other personnel with the enforcement of state laws, ordinances, rules, regulations, policy, procedure and General Orders. The CSO may also be required to attend certain court calls, and perform other duties as assigned and required. CSO's will also be expected to adhere to Village and Department safety policies and procedures.

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Valid Illinois Driver's 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

SALARY:

\$12.00/HOUR

IF INTERESTED:

Applications are available from, 08/01/2020 – 09/15/2020 Monday through Friday, during the hours of 9 AM - 5 PM at:

Village of Bellwood Police Department
Human Resource Department, 2nd Floor
3200 Washington Boulevard
Bellwood, IL 60104

Or on the Village of Bellwood website: www.vil.bellwood.il.us