

Niles Job Posting

Community Service Officer I Police Department



The Village of Niles is seeking a candidate for the part-time position of Community Service Officer to be part of the non-sworn civilian personnel in the Police Department. The Front Desk CSO is primarily concentrated at the communications and public, walk-in, front desk area of the Police Department. The CSO works closely with the on-duty Operational Support personnel and functions in a support service capacity within each division of the Niles Police Department. The CSO reports directly to the assigned Support Services supervisor or their designee for chain of command purposes. The CSO is under the immediate supervision of the Duty Supervisors when the Support Services supervisor is not on duty. Hourly wage starts at \$14.64.

Essential Job Functions Include:

- Meet and greet the general public at the front desk giving general information and taking a variety of non-investigator reports including but not limited to, non-highway and delayed highway traffic accidents, property crimes, found property, and other matters of record;
- Assist on-duty police Operation Support personnel when required in the performance of their duties;
- Operate the non-emergency switchboard and record information and requests for police service. Relay pertinent information to the dispatch center and record requests for police service;
- Perform on-view prisoner checks at timed intervals ensuring safety and security of all incarcerated individuals;
- Serve as clerk of the Circuit Court of Cook County, validate traffic citations, and issue bonds;
- Assist court liaison officer with court dispositions and computer entry of case files.

Qualifications and Conditions:

- Shift hours staffed with CSOs vary from 9:00 AM - 1:00 AM, 7 days a week;
- Part-time employees may work a maximum of 1,000 hours per year;
- High School Diploma or equivalent is required;
- Must be at least 17 years of age and possess a Driver's License;
- Must pass pre-employment criminal records check and demonstrate excellent moral character;
- Requires the knowledge and use of radio and computer equipment, including but not limited to LEADS and CAD, closed circuit cameras and monitors, telephone equipment, fax machine, copy machine, various printers, writing utensils, typewriter and public information sign;
- General knowledge of Village geography, ordinances, and police department rules is a plus;
- Ability to handle stressful situations yet act courteously, tactfully, and firmly with general public;
- Must demonstrate written and interpersonal communications skills and use them in daily contacts to carry out written and oral instructions.

To apply, candidates must download an application from the Village's website at www.vniles.com and **submit an application and resume as a PDF** to the Human Resources Department via e-mail personnel@vniles.com. Applications will be accepted until June 29, 2021.

The Village of Niles is an Equal Opportunity Employer

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