



# VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199  
708/ 453-0800 FAX 708/ 453-9335  
www.villageofnorridge.com

March 23, 2021

## JOB POSTING:

### PART-TIME AUXILIARY POLICE OFFICER, CLASS 2

*BACKGROUND: With the increase of in-person learning and the restart of athletic events at schools, the Village of Norridge is seeking to hire up to two part-time Auxiliary Police Officers, Class 2.*

Reporting directly to the Deputy Chief of Police (and in some cases a Field Supervisor, as directed), the candidate will be responsible for performing specific assignments (Details). Class 2 Auxiliary Officers do not have any duties of “conservator of the peace” as defined in 65 ILCS 5/3.1-15-25 and therefore do not carry a firearm. The duties are primarily to assist and aid in the direction and control of traffic and to enforce Village of Norridge civil code. The position will require interaction with the public. This is a part-time position. Work hours vary from week to week and there is no guaranteed amount of work time.

#### **Examples of Duties:**

- Patrol the detail as assigned and complete any task specific to the assigned detail.
- Issue citations to illegally parked vehicles.
- Inform Communications and/or the Field Supervisor as soon as practical of any emergency, criminal activity or suspicious circumstances coming to the attention of the Auxiliary Officer.
- Respond quickly, without compromising safety, to assignments from the Communications Center. Assignments may include, but are not limited to: animal calls, ambulance calls, assistance with tow reports and miscellaneous service calls which are not criminal in nature.
- Complete any specific assignments from the on-duty Field Supervisor which are not criminal in nature.
- Submit reports, when required, as a result of activity or assignments, before going off duty.
- Attend the Village’s Adjudication Court, as needed, on behalf of the Village of Norridge.

#### **Minimum Requirements:**

- Must possess a valid State of Illinois Class D driver’s license.
- Must possess a high school diploma or equivalent.
- Must successfully complete the Norridge Police Department Field Training and Evaluation Program.



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- Must successfully pass a physical, drug and alcohol test and any other required pre-employment testing.

## **Skills, Knowledge and Abilities:**

- Ability to exercise discretion and judgement in making decisions under emergency and stressful conditions.
- Ability to apply problem solving principles to resolve common and unusual problems in situations where only limited guidelines exist.
- Ability to hear and understand normal conversation speech.
- Ability to read, write and comprehend the English language at a level consistent with the education requirements of the position.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to operate a police vehicle equipped with a 2-way radio and other specialized equipment.
- Ability to walk, run, climb, crawl, crouch, kneel and twist.
- Ability to work both indoors and outdoors, during all types of temperatures and weather conditions.
- Ability to see binocularly at 20/20 with correction and ability to distinguish colors.

**STARTING PAY RATE: \$16.64 per hour and DOES NOT include any health/dental/vision/pension or any other benefits.**

**PAY SCALE RANGE: Based on years of completed service: \$16.64 - \$22.51**

**Complete job description available upon request.**

**Applications may be mailed or hand delivered to:**

Village of Norridge  
c/o Chief of Police, David Disselhorst  
4000 N. Olcott Ave.  
Norridge, IL 60706

**DEADLINE:** Please submit applications by 4:00 PM (noon), Thursday, April 8, 2021 to be considered for the first round of interviews. Applications will continue to be accepted after that time, and interviewing will continue, until the positions are filled.