



VILLAGE OF NORRIDGE

4000 North Olcott Avenue
708/ 453-0800

Norridge, Illinois 60706-1199
FAX 708/ 453-9335

www.villageofnorridge.com

Posted September 1, 2023

PRESIDENT

Daniel Tannhauser

CLERK

Gabriela Krasinski

TRUSTEES

Donald Gelsomino

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Debra J. Budnik

Frank Avino, Jr.

JOB POSTING:

FULL TIME FIELD SERVICES COMMUNITY SERVICE OFFICER (CSO)

Under the supervision of the Chief of Police or his designee, the candidate will be a full-time non-sworn uniformed employee. The CSO is responsible for keeping the peace and enforcing laws within the scope of their assignments. Their assignments are to include but not limited to providing assistance to general police operations involving a wide range of duties including performing clerical tasks, enforcing ordinances and delivering service to the public and other assignments as determined by the Command Staff of the Police Department.

Candidate will work:

40 Hours per week, generally afternoon shift (2pm to 10pm), with rotating days off. Shift times may be adjusted to meet the needs of the department.

ESSENTIAL FUNCTIONS:

- Be loyal by affirmatively promoting the mission, goals, objectives and directives of the Norridge Police Department.
- Get along well with others.
- Have regular and predictable attendance.
- Exercise rational judgment and control of emotions when dealing with the public.
- Accept accountability for decisions made.

FIELD SERVICES C.S.O - SPECIALIZED DUTIES AND RESPONSIBILITIES

- L.E.A.D.S and NCIC monitoring and operation.
- Supports Patrol Operations Division.
- Handles assigned calls for service
- Provides Livescan support
- Issues Village ordinance citations
- Tags abandon automobiles
- Village sticker and parking enforcement
- Prepares paperwork for Administrative Tow Processes and Vehicle Releases.
- Handles motorist assists
- Finger printing
- Handles minor station reports
- Checks special watches
- Person must have the ability to tow, back-up, and set up trailers as necessary
- Other duties as described in the Community Service Officer Job Classification.

MINIMUM REQUIREMENTS:

- Must possess a valid State of Illinois Class D drivers license.
- Must possess a valid State of Illinois Firearms Owners Identification (FOID) Card.

Incorporated 1948



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- Must possess a high school diploma or GED.
- Must successfully complete the Norridge Police Department Field Training and Evaluation Program.
- Must successfully complete level one and two National Animal Control Association certification.

SKILLS, KNOWLEDGE, and ABILITIES:

- Ability to exercise discretion and judgment 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 conversational speech.
- Ability to read, write and comprehend the English language at a level consistent with the education requirements of the position.
- Ability to speak clearly and with sufficient volume to participate in normal conversation.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to operate a Police vehicle equipped with 2-way radio and other specialized equipment.
- Ability to establish and maintain effective working relationships with supervisors, peers, and the public.
- Ability to walk, run, climb, crawl, crouch, kneel, and twist.
- Ability to concentrate and remain alert in situations which may require working prolonged hours.
- Ability to see binocularly at 20/20 with correction and ability to distinguish colors.

WORKING CONDITIONS:

- Requires working outdoors and operating vehicles in all temperatures and weather conditions.
- Requires working in and around vehicular traffic and may require exposure to hostile or violent people, animal scratches or bites and rough terrain.

Salary Range: \$40,000 - \$43,000. Plus health, dental, vision & life insurance; IMRF pension, vision reimbursement program, vacation time benefits, sick time benefits, and other great benefits.

Position is open until filled; however the first review of applications will be at noon on Tuesday, September 19, 2023. If you would like to be considered for the first round review process, you must remit a completed and signed Village of Norridge Employment Application by 12:00 PM on September 19, 2023. Applications will continue to be accepted until the deadline to apply, which is October 3, 2023, by 12:00 PM, for a second round of interviews, if needed. No digital or e-mailed copies will be accepted. You may mail your application in, drop it off at Village Hall, or drop it into the secure drop box located at the front (Olcott Avenue) entrance of the Village Hall.

Applications may be mailed or hand delivered to:

Village of Norridge
c/o Joanna Skupien
4000 N. Olcott Ave.
Norridge, IL 60706