



## Village of River Forest

### Village Administrator's Office

400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

## Position Opening –Community Service Officer (Part-Time)

Join the Village of River Forest Police Department as a Part-Time Community Service Officer (CSO). The Police Department is one of the most visible Village departments and works to keep the River Forest community safe while overseeing the enforcement of laws and ordinances. The CSO is a uniformed, non-sworn member of the Police Department that handles many non-emergency, non-life threatening calls for service. The CSO interacts heavily with the public and performs police-related duties that do not require the services of a sworn officer such as traffic control, enforcement of local ordinances, investigation of private property traffic accidents, and responding to non-criminal service calls.

Routine duties include assignments of animal complaints, which include apprehending and transporting wild animals; traffic control; parking enforcement; providing relief to school crossing guards; transporting and set up of message board and radar trailers; transporting evidence; and assisting the Crime Prevention/Community Relations Unit in administrative tasks and material distribution.

This position requires an individual who communicates effectively, demonstrates a command of Village regulations, attention to detail, integrity, a dedication to providing outstanding customer service, sound independent judgment and the ability to work independently with minimal supervision in a team environment. This position also requires the ability to work traffic control in all weather conditions, communicate over a police radio, and utilize a computer, including becoming proficient in applicable software utilized as part of daily duties.

### Minimum Education, Experience & Training

- High school degree or GED certificate required; 30 hours of coursework at an accredited College/University in police science, fire science or a public safety related field is preferred.
- Two (2) years of related work experience (i.e. prior law enforcement, fire service, municipal code inspector and/or animal control experience) preferred.
- Candidates for position must possess a current and valid Illinois motor vehicle operator's license as well as a current and valid Firearm Owners Identification Card.

### Position Information

- Must be available Monday – Friday. The hours of work will typically be 5:30pm – 9:30pm, except the first Monday of every month the hours will be 4:30 pm -9:30 pm. Hours may vary and include day and afternoon/evening hours. In rare occasions, weekend and holiday work may be needed.
- Approximately 20 – 25 hours per week based on need. Must specify availability when applying.
- Pay-rate \$21.50 per hour.

Successful candidate must hold a valid Illinois driver's license and Firearm Owner's Identification (FOID) card, and must be able to pass a post offer physical and drug screen and a background check.

Interested applicants should submit a cover letter, resume and three professional references to the application portal at [apply@vrf.us](mailto:apply@vrf.us). River Forest applications can be found at [www.vrf.us/careers](http://www.vrf.us/careers). Position will be posted until filled.

The Village of River Forest is an equal opportunity employer.

11/15/2022