



Naperville

EXTERNAL

EMPLOYMENT OPPORTUNITY

Job Title: Community Service Officer

Closing Date: Open until filled

Salary: \$22.89/hour (per contract)

Job Type:

Location: , Naperville,
Illinois

Department:

Job Description:

The City of Naperville's Police Department seeks a full-time Community Service Officer (CSO), performing a variety of assignments to assist the Patrol Division. It is anticipated that the position will work a 12-hour shift on either days or nights dependent upon unit seniority, and includes working weekends and holidays. There may be occasions when the position is assigned to cover front desk duties. *Union position.*

Responsibilities:

Community Service Officers assist the Police Department with certain service calls and perform non-criminal assignments such as completing police reports, enforcing city ordinances, issuing parking citations, and directing traffic. The position may assist police officers in patrolling festival grounds at large community events, helping with crowd control, traffic, parking, etc. and assist motorists with directions, vehicle breakdowns, lockouts and towing. The CSO position can involve extensive standing, bending and walking in all types of weather.

In addition, the position may cover front desk duties which includes: greeting and assisting the public; completing criminal and non-criminal reports and walk-in accident reports; answering phones and directing calls; conducting follow-up calls and interviews; handling and submitting evidence; and fingerprinting.

Qualifications:

One year experience in a position affording heavy public contact, preferably in a law enforcement environment, a high school diploma (or equivalent) and a good driving record are the *minimum* requirements. Top candidates are those with previous law enforcement experience who have knowledge of police practices and services, including Illinois criminal and traffic laws, and experience handling criminal and non-criminal reports. Associates degree is also preferred.

The selected candidate must have strong customer service skills, and proven abilities to deal effectively with the public.. Knowledge of Naperville city ordinances, streets and geography is a plus. Selected candidate will undergo a background check, polygraph exam, and post-offer drug screen.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 148,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a dynamic & collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>

THE CITY OF NAPERVILLE IS AN E. O. E.

[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.



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