

**Village of Wauconda
Job Description**

JOB TITLE: Part Time Community Service Officer

DEPARTMENT: Wauconda Police Department

CLASSIFICATION: Part Time, Exempt

IMMEDIATE SUPERVISOR: Patrol Sergeant/ OIC

SUMMARY:

Personnel assigned to Community Service Officer (CSO) shall at times perform the duties necessary and proper to insure that life and property are protected. The CSO will maintain professional decorum and will display a proper attitude in all dealings with citizens, superiors and other Department personnel. The Community Service Officer is expected to understand and comply with the orders, directives, policies, procedures, rules and regulations of the Wauconda Police Department. They shall perform other duties as may be prescribed by a superior. They shall respect all rules and regulations, policies and procedures, general and special orders as well as verbal directives applicable to the position. The position entails working in an outside environment in all weather conditions during the year, which at times can be extreme.

QUALIFICATIONS:

The CSO must be a citizen of the United States, either natural or naturalized, age 18 or above. A working knowledge of the street layout and population patterns of the Village of Wauconda, the ability to react quickly and calmly to an emergency situation, ability to drive an automobile safely and efficiently, ability to maintain fitness requirements in compliance with Department rules and regulations is required. The CSO needs the skills and abilities to be punctual and present at required times to perform duties and requirements associated with the position. The employee must have the ability to deal with people of a variety of ages and backgrounds. Good judgment and vision are essential to performing the tasks related to this position. The employee must be able to handle flexible hours.

SPECIAL REQUIREMENTS:

The CSO must have a valid recognized State Drivers License, ability to pass a rigorous background check to include checks at the national level, credit check and pass drug testing and pre-employment physicals. The CSO must successfully complete a basic training program as specified by the Department.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent work showing completion of accepted high school accredited work (GED). Experience in radio operations and use of automated computer programs is desirable. A bilingual capability in Spanish is highly desirable but not required.

HOURS:

Work days (Including weekend) and hours are assigned by the Chief of Police as required to meet the demands of public safety. Employee may be required on short notice to perform duties in the event of a closing or emergency situation.

DUTIES:

Essential Functions:

1. Regular and predictable attendance at scheduled and non-scheduled hours of work.
2. Performs safety sensitive duties in providing safe crossing of streets and public ways with the Village of Wauconda when a crossing guard is needed.
3. Be alert to potential dangerous situations and exercise good judgment in providing direction and action/ reporting to coworkers and the general public.
4. Responds to and initiates incidents involving animals and animal control. Enforces the applicable animal control ordinances through use of warnings, ordinance violation tickets and public education. Responsible for the care and maintenance of all animal control equipment.
5. Responds to and initiates incidents involving parking related violations on private parking areas and public streets.
6. Patrols the lake during boating season as directed for the Bangs Lake Safety Unit. Assists boaters and others who utilize the lake, conducts watercraft inspections and completes requisite forms. Performs routine maintenance on the Department watercraft.
7. Assists police officers with traffic control and performs other traffic control as assigned. Takes traffic crash reports that occur on private property that do not involve injury. Assists the public with motorist assist incidents as directed.
8. Responds to non-criminal, non-threatening complaints and requests for service, such as: lost property, abandoned autos, automobile lock-outs, animal complaints, and other incidents as directed.
9. Assists in the inspection of the Police facility, equipment and Department vehicles as directed.
10. Assist with code enforcement within the Village of Wauconda and any other contracted Village.
11. Assists the Department with other tasks which may include but is not limited to: traffic surveys, package/ message delivery, facility maintenance, bond transmittal delivery, snow and ice removal from the Police facility and other such duties.
12. Perform other tasks and duties as assigned.

Marginal Functions:

13. May be called upon to assist the Administrative Assistant/Records Clerk as directed for filing, recording, processing, inputting or documentation.
14. May be called upon to testify in civil and criminal court on behalf of the Department and Village of Wauconda.
15. May be required to assist as front desk receptionist periodically.
16. May be requested to monitor via camera's prisoners.
17. Attends training as required.

18. Develops and maintains required skills and licenses/ permits/ certifications as required.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work with little or no direct supervision.
4. Employee must be able to function in a sometimes fast and ambiguous environment and to operate effectively during times of high stress.
5. Employee must be able to act rationally and communicate calmly in the most stressful of situations and dealings with the public.
6. Employee must be able to work with senior management as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Frequently
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Frequently
Stooping	Frequently
Kneeling	Frequently
Crouching	Frequently
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Frequently

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot.
2. Employee general work area ranges from an indoor, smoke-free open office environment with controlled temperature and fluorescent lighting to operating in the temperature extremes of the area, with a majority of work time being spent outdoors.
3. Protective safety vest, hand sign signaling device and rain gear, and other protective clothing may be required based on weather conditions. Wear/ use of special equipment as directed.

COGNITIVE CONSIDERATIONS:

1. Must have the ability to follow directions and communicate in English verbally and in writing.
2. Must be able to read and understand materials printed in English.
3. Must possess time management and organization skills to effectively perform the job.
4. Must possess computer skills including proficiency on automated equipment and programs necessary to complete tasks.

5. Must be able to observe situations analytically and objectively, determine and take prompt and effective actions.
6. Must understand, interpret and apply applicable laws and ordinances and Department and Village rules and policies.
7. Must be able to work independently and effectively within the confines of standing operating procedures.
8. Must have ability to make judgment with respect to confidentiality of information and problem solving.
9. Must use good safety awareness and judgment in all aspects of the work involved in this position.

The Village of Wauconda is an equal opportunity employer and follows the guidelines established by the Equal Opportunity Act, Fair Labors Standard Act and the American with Disability Act.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date