



JOB ANNOUNCEMENT

Position: Part-time Community Service Officer
Department: Police Department
Pay Rate: \$17.91/hour
Posting Date: February 1, 2017
Closing Date: February 17, 2017

COMMUNITY SERVICE OFFICER

The Village of Huntley, IL (Pop. 26,000) is seeking applicants for the non-sworn position of Community Service Officer to work within the Police Department. This part-time position reports to the Support Services Sergeant and assists the Support Services Division and the Patrol Division. Duties include, but are not limited to; responding to calls for non-violent assistance and local ordinance enforcement, assisting in traffic and animal control, processing complaints, report taking, record keeping, computer data entry, and other projects as assigned.

Applicants must possess a high school diploma or GED with experience in technical or college level courses preferred. Experience working with the public and excellent customer service skills a must. Knowledge of municipal codes a plus. Candidates for this position should have excellent oral and written communication skills including experience working with a variety of computer programs, the ability to follow and execute verbal or written instructions, and the ability to work constructively for long hours without immediate supervision in a stressful environment. The starting salary for this position is \$17.91/hour. The hours for this position are Monday through Friday 4:00 pm – 8:00 pm; with occasional weekend hours as needed for special events.

The Village of Huntley is a smoke free environment and a uniform policy is in effect.

Interested candidates are required to send a completed Village of Huntley application to:

Human Resources – Community Service Officer
Village of Huntley
10987 Main Street
Huntley, IL 60142

The Village of Huntley is an Equal Opportunity Employer