



Bringing People and Nature Together

Forest Preserve District OF WILL COUNTY

17540 W. Laraway Road / Joliet, IL 60433
815.727.8700 / fax 815.722.3608
ReconnectWithNature.org

LAURIE SUMMERS, President
KENNETH E. HARRIS, Vice President
AMANDA KOCH, Secretary
TYLER MARCUM, Treasurer

POSITION ANNOUNCEMENT

Part Time Community Service Officer (**non-sworn**)

The Forest Preserve District of Will County is accepting resumes for Part Time Community Service Officers.

To perform a variety of duties involved in the enforcement of laws and prevention of crimes; to provide a high level of customer service and integrate the community into policing activities; to participate in community based police activities and programs; and to perform a variety of technical and administrative tasks in support of law enforcement services and activities. The work of this position involves responsibility for the protection of life and property, and prevention of crime, the general enforcement of local ordinances in a designated area on an assigned shift or on special assignments. Duties normally consist of routine patrol of FPDWC dog parks, and preliminary investigations. The work involves an element of personal danger and the employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies.

The Part Time Community Service Officer position is currently starting at \$16.35/hour. See attached Job Description outlining duties, skills, abilities, training, experience and working conditions or visit www.reconnectwithnature.org for more information. **Applications will be available from February 1st, 2019-February 28th, 2019.** Applications need to be returned by February 28th, 2019 by 3:00pm.

Application Procedure: **Do not submit an application on-line**, please pick up an application at the address below:

Application pickup:

Nicole Veerman, Police Office Manager
22606 S. Cherry Hill Road
Joliet, IL 60433
815-722-5473 (desk)
815-727-5478 (fax)
nveerman@fpdwc.org

Any questions, contact:

Donna Suca, HR	815-722-5667	dsuca@fpdwc.org
Chief Tracy Chapman	815-722-9377	tchapman@fpdwc.org

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Superintendent of Public Affairs, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; comments@fpdwc.org; 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, www.doi.gov.

FOREST PRESERVE DISTRICT OF WILL COUNTY
JOB DESCRIPTION
WILL COUNTY FOREST PRESERVE
JOB DESCRIPTION

TITLE: Community Service Officer
DEPARTMENT: Police
FLSA STATUS: Part Time/ Non Sworn **Revised DATE:** January 2019

BASIC FUNCTION

Primary Objective of Position

General Statement of Duties:

A Community Service Officer performs work of a quasi-police nature. Duties performed supplement the activities of Police Officers, Trail Sentinels, and/or civilian personnel. To perform general duty quasi-police work in protection of life and property, enforcement of laws and investigation of crimes; does related work as required.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

- Forest Protection Officer Coordinator and Sworn Police Personnel

Supervises:

Civilian Employees

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties and Responsibilities:

To perform a variety of duties involved in the enforcement of laws and prevention of crimes; to provide a high level of customer service and integrate the community into policing activities; to participate in community based police activities and programs; and to perform a variety of technical and administrative tasks in support of law enforcement services and activities. The work of this position involves responsibility for the protection of life and property, and prevention of crime, the general enforcement of local ordinances in a designated area on an assigned shift or on special assignments. Duties normally consist of routine patrol of FPDWC dog parks, and preliminary investigations. The work involves an element of personal danger and the employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies.

Examples of Work (Illustrative only):

- Patrols the FPDWC dog parks throughout the county, either on foot, in an automobile, on a bicycle, or on an ATV
- Identifies violations of laws and local ordinances
- Identifies dog park issues, including maintenance requests and layout suggestions

- Handles dog park follow-up investigations as assigned
- Observes dog behavior in the parks on scene, or as requested
- Attends regular training classes in police methods, first-aid/CPR, and other related duties
- Prepares and develops special reports and documents as requested
- Assists with K-9 related public events, as well as District events
- Participates on committees/teams as required, i.e. Dog Park Committee
- Assists Patrol Officers and Administration when needed
- Assists in District and Department programs as needed
- Assists with lock-outs as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Required Knowledge, Skills and Abilities:

- Geographical knowledge of Will County and the FPDWC properties
- Ability to react quickly and calmly to emergency situations
- Ability to drive an automobile safely and efficiently
- Excellent physical condition
- Ability to pay close attention to audio and visual detail to identify violators and accurately describe crime scenes
- Ability to exercise good judgment to identify ordinance violations and handle difficult situations
- Ability to operate vehicles safely for long periods of time and to patrol assigned areas
- Ability to effectively manage stressful situations
- Ability to document results of investigation to provide accurate descriptions of events
- Ability to perform physically demanding tasks such as climbing stairs and/ladders, lifting and carrying an injured person, etc.

TRAINING AND EXPERIENCE

Acceptable Experience and Training:

Equivalent to the completion of the twelfth grade is required. Specialized training or college level coursework in law enforcement, criminal justice, or a related field is highly desirable. Some work experience that demonstrates a general aptitude for police work is desirable.

Requirements:

- Must be 21 years of age at the time of appointment
- Possess a valid driver's license with good driving record
- Must reside within Will County within 6 months of date of appointment

WORKING ENVIRONMENT AND CONDITIONS

Environment: Reactive emergency, natural or man- made disaster, and routine peace keeping environments with travel from site to site; work in intense life-threatening conditions; exposure to dangerous

persons, firearms and communicable diseases; the employee regularly works near moving mechanical parts; regularly exposed to outside weather conditions and wet and/or humid conditions; possibility to work in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.

Physical: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and maintain balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate law enforcement and general office equipment; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; ability to operate firearms, knife and handcuffs see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction, etc.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job function.

PAY RANGE AND ANNUAL SALARY

Pay range: Grade 4

Minimum: \$27,893

Midpoint: \$32,815

Maximum: \$37,737

Schedule: Part Time