

**VILLAGE OF SKOKIE  
EMPLOYMENT OPPORTUNITIES**

Medical Insurance  
Dental Insurance  
IMRF Retirement Benefits  
Social Security Retirement Benefits

Vacation & Sick Leave  
Group Life Insurance  
Credit Union  
Deferred Compensation Plan

**Notice of Accepting Applications for the Position of:**

**COMMUNITY SERVICE OFFICER  
POLICE DEPARTMENT**

Salary  
Information:

The salary range for this position is \$56,853 - \$72,561. The annualized starting salary range is \$56,853 - \$62,681 (DOQ).

Brief Description  
of Duties:

In a civilian capacity, performs a variety of law enforcement related activities that do not require the exercise of Police authority. Duties include investigating non-criminal and non-critical incidents; enforcing parking ordinances; serving as Desk Officer, assisting in detainee processing, responding to phone inquiries from the public and entering data into the computer; providing traffic assistance at traffic crash scenes and special events; May be assigned to answer calls in the Fire and Police Communication Center; Responsible for various animal control activities including trapping, transportation, quarantine, and euthanizing. Must be able to work from an elevated position using ladders, etc.; Works 40 hours per week as assigned on any one of three 8-hour shifts over a 24-hour period, on any of the seven days; Performs other duties, as assigned.

Required  
Training and  
Knowledge:

Minimum sixty (60) college semester hours from an accredited institution and valid Driver's License; Ability to tactfully communicate and handle a variety of situations with the public; Should have experience in basic computer operations and data entry; Valid Firearm Owner Identification card (FOID); If not in possession of one, must have the ability to become certified in firearm use and obtain a FOID card within 4 months from date of hire; Must provide proof of current TDAP and rabies vaccines or consent to receive them as part of the required pre-employment medical examination.

Application  
Process:

To be considered for this position, please submit a properly completed Village of Skokie Application for Employment to the Human Resources Office Village of Skokie 5127 Oakton Street Skokie, IL 60077, or by email to [Human.Resources@skokie.org](mailto:Human.Resources@skokie.org) by October 6, 2022. Applications are available for download on the Skokie Jobs page at [skokie.org](http://skokie.org).

Recruitment  
Process:

Finalist(s) will participate in and must successfully advance through the following steps: Citi-Call 9-1-1 Dispatcher pre-employment exam, interview, polygraph examination, comprehensive background investigation, psychological evaluation, and medical examination including TDAP vaccine, rabies vaccine, and drug screen. **The Village of Skokie is an Equal Opportunity Employer.**

**APPLICATION DEADLINE: October 6, 2022**

Revised: September 2022

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**JOB IDENTIFICATION**

Position Title:	COMMUNITY SERVICE OFFICER
Salary Range:	B 147
FLSA:	Non-exempt
Department:	Police
Division:	Patrol, Special Operations, and Administrative Division
Reports to:	Police Sergeant and/or Unit Supervisor
Supervises:	None

**JOB PURPOSE**

Under general supervision, this job classification is assigned to the Police Department to perform a variety of law enforcement related activities, which do not require full police authority, as well as animal control activities. Personnel are primarily assigned to the Patrol Division but may be given specific assignments and provide relief for personnel in other units. Tasks and services performed consist of both field and station assignments.

**ESSENTIAL JOB FUNCTIONS**

- Serves as Station/Desk Officer; responds to inquiries from the public, enters data into the computer, assists the Records Unit in providing copies of police reports and traffic ticket bonds
- Enters data in towing database; receives administrative fee for release of vehicles
- Investigates abandoned automobile complaints. Follows up for compliance or vehicle removal
- Exercises independent judgment in issuing parking citations and may solely be assigned to this task
- Completes reports as authorized for numerous types of police incidents and with walk-in traffic crash reports
- Provides motorist assistance and directs traffic at crossings, traffic crash scenes, special events, etc.
- Assists in searching and processing prisoners when needed

- May serve as a liaison to the Circuit Court
- Update log books, maintains assignment, fingerprint and other records, and enters data into the computer
- Maintains control over property items received or recovered by the Department; holds for court case or returns to owner; updates computer property files
- Prepares Daily Rosters
- Conducts inspections of the Detention Facility, as assigned
- May fulfill the role as an evidence custodian
- Patrols streets and picks up stray, unregistered, injured and deceased animals
- Investigates complaints of domestic and wild animals that are creating a nuisance
- Consults with residents, business owners and others on methods to remove and/or exclude animals from buildings
- Issues animal traps and monitors the traps when necessary
- Takes animals to shelters, arranges for quarantine of animals
- Investigates animal bites
- Must euthanize severely injured animals and trapped wildlife, when necessary
- Impounds animals when necessary
- Performs a variety of inspections to ensure compliance with animal control laws
- Investigates animal license compliance issues
- Performs bee and wasp removal utilizing specialized equipment

***OTHER RESPONSIBILITIES***

- Monitors the status and is responsible for the feeding of prisoners
- Shuttles squad cars to meet watch assignments
- Issues garage sale permits
- Maintains supplies and forms at front desk, booking and report writing areas
- May conduct follow-up investigations
- Staffs the equipment room during shift change

- May be assigned to handle calls in the Fire and Police Communication Center, as needed
- Delivers and picks up documents, mail and other departmental items
- May assist in crowd control activities
- Performs any other work activities as may be assigned

Additional Job Functions for the Identification Section:

- Maintains photographic, fingerprinting and evidence technician supplies
- Performs fingerprinting of individuals
- Delivers lab reports and evidence to area crime labs
- Maintains evidence and records

***KNOWLEDGE / SKILLS / ABILITIES***

- Ability to appropriately apply laws, policies, procedures and rules to numerous types of situations, including those related to animal control
- Knowledge of animal species, animal behavior and animal care
- Demonstrate proficiency, exercise safety protocols and qualify regarding firearm use
- Ability to work from an elevated position using ladders, etc. when working with bees, birds and other wildlife, insects, arachnids, etc.
- Ability to handle and apprehend animals in a safe and compassionate manner
- Possess strong interpersonal communications skills needed for regular public and co-worker contact
- Ability to qualify and show proficiency in the use of less lethal weapons (i.e., baton, oc spray)
- Ability to interpret and apply appropriate criminal law, traffic code and departmental policies to varied situations
- Knowledge of basic personal computer operations and data entry
- Must have good writing skills to assemble, organize and present information for reports and daily bulletins.
- Ability to remain calm during hectic or demanding events

- Ability to diffuse a situation when being verbally attacked
- Must be able to speak, read and write the English language, and possess good communication skills
- Ability to follow all safety rules and regulations of the Village

***EDUCATION / TRAINING / EXPERIENCE***

- Minimum sixty (60) college credit hours from an accredited institution

***OTHER NECESSARY REQUIREMENTS / LICENSES***

- Work any one of three 8-hour shifts over a 24-hour period, as assigned
- Work 40 hours in one week on any of the seven days, as assigned
- Be on-call for animal control emergencies
- Valid driver's license
- Valid FOID card; if not in possession of one, must have the ability to become certified in firearm use and obtain a Firearm Owner Identification Card (FOID) within 4 months from date of hire
- Must provide proof of current TDAP (tetanus, diphtheria, and pertussis/whooping cough) and rabies vaccines or consent to receive them as part of the pre-employment physical examination requirement

***PHYSICAL AND ENVIRONMENTAL CONDITIONS***

The work functions of this position are more representative in nature of medium work exerting up to 50 pounds of force occasionally to push, pull or lift objects. Employees should seek out assistance when carrying out duties requiring exertion of 50 or greater pounds of force. While performing the duties of this position, the employee may frequently be required to walk, sit, stand, drive, talk, reach with hands and arms, stoop, kneel, climb or balance, crouch or crawl in confined spaces. Visual acuity, the identification of primary colors and normal hearing ability are considered critical elements of the job.

The work consists of tasks performed in both an inside and outside environment, outside tasks being subject to year-round climate conditions. This position is scheduled for both day and night work periods. Station work is frequently performed in a more disruptive and confined environment because of a high flow of people, the answering of phones and the disseminating or receiving of information.