



Position Description

Job Title	Community Service Officer
Department	Police
Employment Status	Full Time
Exempt/Non Exempt Status	Non-exempt

Scope of Work

This is routine work involving the enforcement of Village of Roselle ordinances, parking regulations and providing assistance to the Police Department by performing non-criminal and service related assignments. Responsibilities include performing general field work in non-criminal patrol related functions, parking control and enforcement, ordinance related investigations, private property traffic accident reporting, completing police reports to work related activity, investigating animal complaints, and providing a wide variety of public services to the public; may perform administrative duties as assigned.

Supervision

Received	Sergeants and Police Services Manager
Exercised	None

Essential Job Functions

- Patrols assigned residential, business areas, and commuter lots to check parked vehicles for over parking and improper parking, issuing citations for violations.
- Reports traffic and other violations observed during patrol to superior.
- Completes field work in non-criminal patrol related functions.
- Performs parking enforcement to include vehicles parked in the commuter parking lot.
- Investigates and enforces ordinance related violations.
- Performs private property traffic accident reporting.
- Completes police reports to work related activity.
- Investigates animal complaints.
- Performs school crossing duties.
- Directs traffic at accident scenes and community events, and assists in patrolling at community events, helping with crowd control.

- Assists with processing and prisoner checks.
- Fills in, on occasion, for desk duty in Records.
- Performs various errands for the department.
- Provides a wide variety of public services to the general citizenry.
- Assists police officers by noting and relaying information regarding any unusual activity.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school, including some general knowledge of human behavior, including or supplemented by less than one years' related experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Village ordinances and of how to interpret them in a given situation. • The business centers, shopping centers, and streets and general geography of the Village of Roselle. • The basic operation of mechanical timing devices.
Ability to	<ul style="list-style-type: none"> • Type reports into a computerized reporting system. • Read and write legibly and perform basic mathematics. • Meet the general public courteously and tactfully. • Give clear explanations of parking and traffic enforcement ordinances. • Relate well to persons of all socio-economic levels. • Understand and carry out oral and written instructions. • Cope with tense or difficult situations firmly, courteously and tactfully exercising good judgment in keeping with the Roselle Police Department values.
Skill in	<ul style="list-style-type: none"> • None.

Necessary Special Requirements

- Possession of a valid Illinois Driver's License by the time of employment.
- Must have sufficient physical strength and stamina to pass a work related pre-employment physical examination and a background investigation.

Physical Demands

The physical demands described here 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 functions.

- Work is performed out-of-doors where the employee is exposed to severe weather while performing tasks. There is also exposure to many unknown conditions; including possible hazardous sites and dangerous situations or conditions.

- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.