



**VILLAGE OF PARK FOREST**  
**Community Service Officer**  
**Part-time – 20 hrs per week**

## **NATURE OF WORK**

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This is responsible part-time work involving the enforcement of laws and ordinances relating to the humane treatment and impounding of stray and unlicensed animals within the Village. Work includes responsibility for the apprehension, confinement, care, and disposal of stray, mistreated and unlicensed animals. Work requires exercising independent judgment in the proper handling of animal cases and is performed under the general supervision of an administrative sergeant within established ordinances, regulations and procedures.

## **ESSENTIAL FUNCTIONS OF THE JOB**

1. Animal Complaints:

Investigates animal complaints such as:

- barking
- dogs running loose
- wild cats
- problems involving neighbors and their pets
- verifying animal cruelty
- enforcing animal licensing;
- assist the Humane Society with their investigations
- handles sick or injured domestic and wild animals
- other various animal complaints

2. Parking Complaints:

- Responds to all residential and private property complaints
- Locates and removes abandoned autos
- Enforces the handicap parking ordinance
- Enforces the Village sticker ordinances

3. Vehicle Accidents:

- Assist the police office and emergency personnel with traffic control
- Investigate private property vehicle accidents
- Assist distress motorist

4. Administrative Duties:

- Delivers mail to Village Hall
- Picks up the mail from Village Hall
- Picks up warrants, recalls, court dockets and miscellaneous paper work from the Markham Court House
- Delivers evidence to the Joliet Crime Lab and returns the processed evidence to the police station.
- Maintains the department website including updating the Registered Sex Offenders page on a monthly schedule
- Assist with the setting up and dismantles of department displays
- Assistant in the records department
- Picks up the department paychecks and delivers them to the station

## 5. Miscellaneous Duties

- Delivers and pick ups vehicles after maintenance
- Makes duplicate keys as needed
- Is a certified Child Safety Installer
- Impounds recovered vehicles
- Maintains speed display signs
- Handles non-criminal finger printing
- Assists the maintenance staff with repairs and purchases
- Assists the “Click-It or be Ticketed program (safety belt compliance)
- Assists with crossing guards duties
- Maintains the tranquilizer gun
- Assists with traffic control for funeral processions
- Assists with traffic control for various Village functions
- Reports suspicious people or vehicles to the dispatchers

## **QUALIFICATIONS/SKILLS**

- Graduation from high school or GED and some work experience involving the handling of animals. The Village may accept combinations of training and experience which provide equivalent knowledge, abilities and skills.
- Knowledge of hazards and safety practices involved in animal control work.
- Knowledge of local laws, and regulations related to the capture, custody, protection, control and disposition of animals.
- Knowledge of the care and characteristics of domestic animals.
- Possession of a valid driver’s license.
- Knowledge of the geographic layout of the Village.

## **Critical Mental/Physical Requirements**

- Ability to recognize rabies symptoms and methods and procedures to be followed for control.
- Ability to independently assess the need for a particular course of action and to exercise responsible judgment, especially in emergency situations.
- Ability to maintain appropriate and effective working relationships with other employees.
- Ability to maintain records and prepare reports.
- Skill in safe and efficient operation of motor vehicles.

## **SALARY RANGE**

\$18.35 per hour

## **APPLICATION**

Applicants should send a letter of interest and resume as follows: Re: CSO, Denyse Carreras, Director of Human Resources., Village of Park Forest, 350 Victory Drive, Park Forest, IL 60466, fax 708/503-8560, email to [dcarreras@vopf.com](mailto:dcarreras@vopf.com) or apply in person at the Village Hall. Application Deadline: Tuesday, December 1, 2020.

**EQUAL OPPORTUNITY EMPLOYER**