

The Village of Clarendon Hills, IL (pop. 8,500) is seeking a detail oriented individual to fill the part-time position of Community Service Officer. Clarendon Hills is located in DuPage County approximately 17 miles west of Downtown Chicago.

Under the direct supervision of the Administrative Sergeant, this position is responsible for enforcement of ordinances, responding to noncriminal complaints, clerical work and other tasks that do not require physical arrest or relate to a crime in progress. Duties may include traffic control, parking enforcement, vehicle and building lockouts, and other duties that do not require a higher level of training and expertise. The position involves extensive standing, bending and walking in all types of weather.

The ideal candidate will have a high school degree or equivalent, class D Driver's license and at least one year of experience in working with the public, ideally in a customer service based position. Candidate must be able to pass pre-employment screenings including background check, physical, driving records check and drug screening.

Starting pay for the position is \$21.84 per hour, 25 hours per week. Typical hours are Monday through Friday, 8:00 AM – 1:00 PM. Benefits include eligibility to participate in the Illinois Municipal Retirement Fund (IMFR), paid vacation, sick leave and holidays. Position is open until filled.

To view a full job description and requirements for the position, visit Clarendonhills.us/employment.

To apply, email your resume, cover letter and three professional references to Pnickell@clarendonhills.us or mail the items to:

Village of Clarendon Hills
Attention Peter Nickell
1 N. Prospect Avenue
Clarendon Hills, IL 60514

The Village of Clarendon Hills is an Equal Opportunity Employer.