Robert J. Lovero
Mayor

Michael D. Cimaglia
Chief of Police

A Century of Progress with Pride
www.berwyn-il.gov

Date of Posting:	December 8, 2023
Salary:	$20.11 hourly
Job Type:	Full-time, SEIU Union
Schedule:	Shift bid by seniority
Start Date:	Until Position Filled
Reports To:	Shift Sergeant / CSO Supervisor

The Community Service Officer is a uniformed paraprofessional, civilian employee who is under the direct supervision of Patrol Supervisor. Upon satisfactory completion of a prescribed program of training, the Community Service Officer is responsible for the performance of those departmental activities that do not require the services of a sworn police officer. By handling the more time consuming, routine tasks, the Community Service Officer enables the sworn officer more time to concentrate on the complex aspects of law enforcement.

Duties and Responsibilities:
- Assist Department personnel in the performance of their duties with particular emphasis for the Administration.
- Perform in a courteous and professional manner in all dealings with department personnel and the public.
- Be available to respond to calls for service at the direction of the shift sergeant/supervisor.
- Perform office or clerical duties as directed.

Perform any activities at the direction of the shift Sergeant/Supervisor including, but not limited to the following:
- Enforce parking regulations and issue citations for violations.
- Complete minor accident reports using online accident system Quicket and complete walk-in reports.
- Direct traffic at traffic emergencies, special functions, or fixed post duty.
- Secure perimeter at crime scenes until relieved by appropriate authority.
- Assist in the impounding and storage of vehicles.
- Administer emergency first-aid.
- Report unusual cases of litter or debris.
- Complete lost property reports.
- Complete dog bite reports.
- Report defective city equipment and dangerous conditions such as street lighting, traffic signals, streets and sidewalks.
- Check for city event permits for activities such as block parties, garage sales, or parking.
- Investigate situations involving illegal posting of signs.
- Investigate and complete any animal complaints and citations.

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- Initiate and complete Handicap parking application.
- Documents, Photographs and Removes any/all Graffiti from private, state and city owned properties.
- Handling and transportation of lost or found animals including wildlife.
- Applying/removing immobilization devices.
- Other duties as assigned and required.

Qualifications:

- At least 18 years of age, a United States citizen, have a high school diploma or a General Education Development (GED) certificate.
- Pass pre-employment drug-screening and a comprehensive background investigation.
- Possess a valid State of Illinois driver's license.
- Must be able to physically perform the duties of a Community Service Officer and be in good physical and mental condition.
- Must be able to prepare and produce reports.
- Must possess excellent proactive problem solving skills.
- Any combination of experience or training in public-facing customer service a plus.
- Knowledge of City of Berwyn geographical boundaries a plus.

Benefits:

- Excellent Health Insurance, Dental, and Vision
- Life Insurance
- Illinois Municipal Retirement Fund (IMRF) Pension
- Paid Time Off- vacation, personal days, sick time, city holidays

Applications:

Applications may be obtained at the city website at **www.berwyn-il.gov** , and at the Berwyn City Hall, 6700 West 26th Street, Berwyn, Illinois, 60402. Please submit application and resume with an introductory email to Commander Sandro Scardamaglia at: **SScardamaglia@ci.berwyn.il.us** with subject line titled "Community Service Officer Candidate Application".

AN EQUAL OPPORTUNITY EMPLOYER:

All City of Berwyn applicants will be afforded equal employment opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, gender identity, military status or unfavorable discharge from military service.