POSITION AVAILABLE
POLICE DEPARTMENT

POSITION: Part Time Police Aide (P.A.)

DEFINITION: Under immediate supervision of Patrol Division performs work of routine difficulty in clerical and administrative tasks.

SHIFT: Regular and irregular part-time shift work assigned on an as-needed basis to provide services 24 hours a day, 7 days a week, primarily evenings, overnights, weekends and holidays, not to exceed 20 hours a week or 1000 hours a year.

EXAMPLES OF DUTIES:
- Performs work assisting Patrol, Traffic, Investigations, Administration, Crime Prevention, Records, Training and Animal Control
- Duties may include:
  - Filing
  - Data Entry
  - Bicycle Registration
  - Prisoner Matron/Pat Downs
  - Responding to residents' inquiries in person or via telephone
  - Transportation of persons, equipment and documents
  - Other related activities as required

REQUIREMENTS:
- Completion of a standard high school course (Diploma or equivalent GED)
- Possession of a valid Illinois Driver's License
- Ability to pass a post offer pre-employment physical including drug screening
- Ability to pass a thorough background investigation including polygraph exam.
- Residency in compliance with Village ordinance
- Employee in this position must be at least 18 years of age
- Compliance with uniform and appearance standards regarding visible tattoos, piercings, hair, beards and mustaches.

SALARY: $14.00/hour (part-time)

DATE POSTED: October 16, 2017

PLEASE RETURN APPLICATIONS TO SGT. SWIENTON IN THE RECORDS DIVISION.