



TRUSTEES

JUDY ABRAHAM

SHEILA ARMOUR

PATRICIA CHAO-MALAVE

JUDY MILLER

ANDREA SENIOR

JARRY SHELBY

Village of Broadview

Municipal Building

2350 South 25th Avenue • Broadview, Illinois 60155-3800

1-708-681-3600 • FAX 1-708-681-2018

KATRINA R. THOMPSON, President (Mayor)

VILLAGE CLERK
KEVIN MCGRIER

VILLAGE ADMINISTRATOR
LETISA JONES

FINANCE DIRECTOR
THOMAS DHOOD

TREASURER
SOUTH CENTRAL
CAPITALGROUP, LLC

VILLAGE ATTORNEYS
DEL GALDO LAW
GROUP, LLC

POSITION: Part-Time Community Service Officer

SALARY: \$25 per hour depending on qualifications. Benefits include full uniform, on-the-job training and opportunity for growth.

APPLY BY: downloading an application from our Village website: www.broadview-il.gov. Submit completed application to LeTisa Jones, Village Administrator at ljones@broadview-il.gov. Position is open until filled. Applications are due by Friday, July 12, 2024.

JOB SUMMARY: The Village of Broadview Police Department is seeking candidates for a part-time position as a Community Service Officer. Candidates must be 21 years of age at the time of application, possess a high school diploma or equivalent and possess a valid Illinois driver's license at the time of application.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:

- Provide administrative support along with the enforcement of applicable village parking and village ordinances;
- Assist with general traffic control functions for special events, including safeguarding from and removing roadway hazards/obstructions; and assisting school crossings and pedestrian-related traffic concerns, as needed;
- Respond to non-criminal service calls such as abandoned automobiles, non-criminal citizen complaints, and parking complaints;
- Other functions but is not limited to may be authorized by the Police Chief, Deputy Chief, or any other Command staff.

SELECTION: Candidate screening process may consist of an application review, interviews, criminal background check and pre-employment drug screen.

