



EMPLOYMENT APPLICATION

VILLAGE OF MORTON GROVE APPLICATION FOR EMPLOYMENT

It is the policy of the Village of Morton Grove to compile with all Federal and State employment laws. The Village of Morton Grove is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, color, religion, creed, sex, national origin, ancestry, age, citizenship, mental status, physical or mental handicap, or disability, military status, unfavorable discharge from military services, or any other unlawful basis in the recruitment, selection, or employment of employees.

AVAILABILITY OF ACCOMMODATION

If you require any assistance or accommodation in the application or interview process, please contact the Office of the Village Administrator at (847) 470-5220.

PERSONAL INFORMATION (Please Print)

Name _____
Last First Middle

Current Address _____
Number/Street City State Zip

Permanent Address _____
Number/Street City State Zip

Phone Number (____) _____ (____) _____
Daytime Evening

Have you ever filed an application with the Village of Morton Grove?

YES NO Yes, give date of application: _____

Have you ever been employed by the Village of Morton Grove?

YES NO Yes, give dates of employment: _____

Are you currently employed?

YES NO

May we contact your employer? YES NO

EMPLOYMENT DESIRED

Position for which you are applying: _____

Other positions for which you would like to be considered: _____

Earliest date you can start work: _____



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EMPLOYMENT APPLICATION

EDUCATION

Please provide information below which satisfies the educational requirements for the position you are seeking, include technical or trade schools, beginning with high school:

Name of School	Major/Course of Study	Degree Earned

SPECIAL SKILLS

EMPLOYMENT HISTORY LAST 10 YEARS (USE ADDITIONAL SHEETS IF NECESSARY):

Current or Most Recent Employer

Name: _____ Type of Business: _____

Address: _____

Phone: _____ Job Title: _____

Name and Title of Supervisor: _____

Description of Duties: _____

Dates of Employment: _____ Full Time: _____ Part Time: _____

Reason for Leaving if Applicable: _____

May we Contact your Employer? YES NO



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Previous Employer

Name: _____ Type of Business: _____

Address: _____

Phone: _____ Job Title: _____

Name and Title of Supervisor: _____

Description of Duties: _____

Dates of Employment: _____ Full Time: _____ Part Time: _____

Reason for Leaving if Applicable: _____

May we Contact your Employer? YES NO

Previous Employer

Name: _____ Type of Business: _____

Address: _____

Phone: _____ Job Title: _____

Name and Title of Supervisor: _____

Description of Duties: _____

Dates of Employment: _____ Full Time: _____ Part Time: _____

Reason for Leaving if Applicable: _____

May we Contact your Employer? YES NO

Previous Employer

Name: _____ Type of Business: _____

Address: _____

Phone: _____ Job Title: _____

Name and Title of Supervisor: _____

Description of Duties: _____

Dates of Employment: _____ Full Time: _____ Part Time: _____

Reason for Leaving if Applicable: _____

May we Contact your Employer? YES NO



EMPLOYMENT APPLICATION

Have you ever been terminated or asked to resign from a previous employer? (Including employment greater than 10 years ago) YES NO

If 'yes', please explain: _____

Have you ever served in the armed forces of the United States? YES NO

Active Duty / National Guard / Reserves (Circle One if Applicable)

Still Active? YES NO

Branch of Service: _____

Period of Service: _____

Highest Rank Held: _____

RESIDENCE HISTORY FOR LAST 10 YEARS (USE ADDITIONAL SHEETS IF NECESSARY)

Previous Residence 1: _____
Number/Street City State Zip

Dates: _____

Previous Residence 2: _____
Number/Street City State Zip

Dates: _____

Previous Residence 3: _____
Number/Street City State Zip

Dates: _____

PERSONAL REFERENCES

Name: _____ Phone: _____

Years known: _____ How do you know this person? _____

Name: _____ Phone: _____

Years known: _____ How do you know this person? _____

Name: _____ Phone: _____

Years known: _____ How do you know this person? _____



EMPLOYMENT APPLICATION

APPLICANT CERTIFICATION

I hereby certified that the statement set forth in this application for employment are true, accurate, and complete to the best of my knowledge and understand that any misrepresentations or omissions of fact made by me on this application or in my interview(s) shall be sufficient cause for my disqualification for employment or termination of employment, if hired. I understand that this application and records provided become property of the Village of Morton Grove.

I hereby authorize the Village of Morton Grove to conduct work history and reference checks including information obtained through personal interviews with persons named as employers in references, to determine my acceptability for employment. Pursuant to the *Illinois Personnel Record Review Act, 820 ILCS 40/0.01 et seq.*, I hereby waive written notice from my current employer and any previous employers and authorize them to release information regarding any disciplinary actions taken against me. Further, I hereby release the officers, agents, employees, and directors of each of my current and past employers and the Village of Morton Grove its officers, agents, and employees, from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance.

I understand that an offer of employment is contingent upon my satisfactorily completing and submitting the requisite I-9 form as required by the Village of Morton Grove and by Federal or State law.

Signature of Applicant

Date

Do Not Write in This Area – For Office Use Only

Received by: _____ Date received: _____

Application complete: YES NO Missing information: _____

DISCLOSURE, AUTHORIZATION AND CONSENT FOR RELEASE OF PERSONAL INFORMATION

This authorization and consent for release of personal information acknowledges that the Village of Morton Grove ("Village") and/or its agents, may now, or at any time while I am employed by the Village, conduct investigations with regard to me, whether the records are of a public, private or confidential nature. The investigation may be conducted by a consumer reporting agency or another outside service company engaged by the Village for this purpose and may concern information pertaining to my current and former employment, education, credit, general reputation, health, personal characteristics and mode of living. These investigations might include, but are not limited to: searches of educational institutions attended; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by me; workers' compensation reports; records from the U.S. Veterans Administration; criminal conviction information on file in local, state or federal agencies; motor vehicle records; and interviews of previous employers, co-workers, associates and other references.

I understand that this information will be used to determine work assignment or employment eligibility under the Village's employment policies. Therefore, I authorize and give consent for full release of records (either in oral or written form) to the authorized representatives of the Village. In addition, I release and discharge the Village and its agents and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs, expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the *Fair Credit Reporting Act*, 15 USC §1681, I am entitled to know whether employment was denied or another employment decision was based upon the information contained in a consumer report and to receive upon written request, a disclosure of such report. I further understand that if an investigative consumer report, which includes information obtained through personal interviews with previous employers, co-workers, associates and other references, is prepared with regard to me, I am entitled to be informed of the nature and scope of the investigation within five (5) days of my written request for same to the Village, or within five (5) days of the date the report was first requested by the Village, whichever is later.

After reading this document, I fully understand its contents and authorize the background verification.

Printed Name: _____

Street Address: _____ City, State and Zip: _____

Telephone No.: _____ Social Security No.: _____

Maiden Name (if any): _____

Drivers License No.: _____ State: _____

Signature

Witness



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Job Description

Job Title: Community Service Officer

Department: Police

Education Required:

High School graduate or equivalent; demonstrated ability in oral and written communications.
Demonstrated ability in current or previous work performance to allow for a determination of the potential for the fulfillment of all requirements of the position; an equivalent combination of training and experience and other requirements as mandated by the Police Chief.

Type of

Position:

- Full-time
- Part-time

Hours: 40 hours/week for full-time employees and as determined by the Chief of Police for part-time employees.

Over-time may be required on occasion.

Nonexempt

JOB SUMMARY:

Under the supervision of the assigned component supervisor, provides assistance to general police operations involving a wide range of duties including performing clerical tasks, enforcing ordinances and delivering service to the public.

ESSENTIAL FUNCTIONS:

- Be loyal by affirmatively promoting the mission, goals, objectives and directives of the Chief of Police and other command personnel.
- Get along well with others.
- Have regular and predictable attendance.
- Exercise rational judgment and control of emotions when dealing with the public.
- Accept accountability for decisions made.

GENERAL DUTIES AND RESPONSIBILITIES

1. Assists the public either in person or via telephone by answering questions, screening and referring calls or taking messages as appropriate.
2. Identifies equipment and other supply needs and submits appropriate documentation through chain of command.
3. Performs tests on equipment.
4. Receives and distributes ordered materials.
5. Distributes mail and other correspondence.
6. Searches male and female prisoners as required.
7. Checks on the well being of prisoners in cells and holding areas.
8. Computer entry of reports, tickets and other data and the retrieval of such information.
9. Inputs and retrieves data from State, Federal or local computers and ensure that the information received is transmitted and relayed to the appropriate personnel.
10. Monitors radio, computer and other communication equipment.
11. Collects money and issues receipts for fees collected.
12. Writes reports, memos and other correspondence.
13. Operates assigned vehicle in accordance with all applicable laws and regulations.
14. Conducts inspection of assigned equipment
15. Provides access to Police Department and other government facilities to outside persons when appropriate.
16. Orally communicates with the public, Village officials, fellow Department members and supervisors to a degree that complete understanding is accomplished.
17. Attends in-service training and specialized training as required.
18. Trains other personnel as appropriate.
19. Performs court liaison duties.
20. Performs school crossing guard duties.
21. Performs traffic control duties.

22. Performs animal control duties.

23. Performs duties applicable to ticket adjudication.

24. Performs specialized duties as assigned such as Animal Control CSO, Records CSO, Adjudication Hearing CSO, Desk CSO, L.E.A.D.S CSO, or Evidence CSO.

25. Performs other tasks as assigned.

ANIMAL CONTROL CSO - SPECIALIZED DUTIES AND RESPONSIBILITIES

1. Enforces all applicable Village, County and State animal control laws/ordinances.
2. Provide educational programs to civic and school groups.
3. Obtains and transmits information vital to the Cook County Department of Animal Control.
4. Executes and serves citations, complaints, writs, etc.
5. Conducts inspection of assigned equipment and searches premises.
6. Other duties as described in the Community Service Officer Job Classification.

RECORDS CSO - SPECIALIZED DUTIES AND RESPONSIBILITIES

1. Maintains records including citations, accidents, arrests and other related records or reports.
2. Distributes records and reports to Department personnel as needed.
3. Prepares duty roster for personnel as required.
4. Compiles and records data to maintain personnel folders.
5. Other duties as described in the Community Service Officer Job Classification.

ADJUDICATION HEARING CSO - SPECIALIZED DUTIES AND RESPONSIBILITIES

1. Maintains adjudication paperwork for the department.
2. Prepares correspondence to notify violators of the status of their citations including but not limited to ticket summons, immobilizations and ticket collections.
3. Prepares Adjudication Hearing docket and reports as needed for Adjudication Hearing.

4. Maintains records for the Vehicle Immobilization Program.
5. Works with the Finance department to insure all payments are correctly reflected in the ticket database and ticket files.
6. Responds to all inquiries regarding local ordinance citations issued by the department and inquiries regarding the ticket adjudication process.
7. Maintains ticket records and provides statistical data when needed.
8. Other duties as described in the Community Service Officer Job Classification.

L.E.A.D.S CSO - SPECIALIZED DUTIES AND RESPONSIBILITIES

1. Responsible for the Department's compliance with all requirements of the Law Enforcement Agencies Data System (L.E.A.D.S.).
2. Directs and coordinates personnel in the training and compliance with the L.E.A.D.S. requirements.
3. Responsible for coordinating with appropriate staff personnel the maintenance of the communications center equipment
4. Makes notification for repairs or replacement of equipment
5. Provides for inventory control and ordering of supplies
6. Participates in and/or attends at E-911 Board meetings, NORCOM meetings and communications projects or surveys as assigned.
7. Other duties as described in the Community Service Officer Job Classification.

DESK C.S.O - SPECIALIZED DUTIES AND RESPONSIBILITIES

1. L.E.A.D.S and NCIC monitoring and operation.
2. Supports Patrol Operations Division.
3. Makes internal notifications as directed.
4. Provides Livescan support
5. Prepares all related bond paperwork for arrests and traffic violations.
6. Prepares Daily Pass-On.
7. Prepares paperwork for Administrative Hearing Requests.
8. Prepares paperwork for Administrative Tow Processes and Vehicle Releases.

9. Processes issued citations.
10. Completes preliminary records processing.
11. Receives requests from public for report copies and Freedom of Information Act requests.
12. Supports Alarm Infrastructure.
13. Activates and operates Village Alarm systems.
14. Other duties as described in the Community Service Officer Job Classification.

EVIDENCE CUSTODIAN C.S.O - SPECIALIZED DUTIES AND RESPONSIBILITIES

1. Takes into custody all recovered items, confiscated items, evidence or such other property as may come into possession of the Department and shall retain custody until disposed of by court action, returned to the rightful owner, other proper disposition or by order of the Chief of Police.
2. Conducts audits, inventories and other processes as directed.
3. Fulfills subpoena requests for evidence.
4. Communicates with assigned chain of command with recommendations for improvements to the evidence processes.
5. Maintains familiarity with aspects of evidence collection, storage, and retention.
6. Maintains proficiency with Department computer systems, to include evidence inventory software.
7. Maintains oversight of evidence transfer processes with various crime labs.
8. Transports items to crime labs according to Department schedules.
9. Procures supplies needed for evidence storage and security.
10. Develops policies and procedures for various evidence related protocols.
11. Other duties as described in the Community Service Officer Job Classification.

MATERIALS AND EQUIPMENT USED

1. Communication Equipment.
2. General Office Equipment.
3. Computer and Related Software.

4. Protective and Safety Equipment.
5. Specialized/Technical Equipment.
6. Vehicle.
7. Firearms in duties as Animal Control CSO.

REQUISITE JOB KNOWLEDGE

1. Police Department policies and standard operating procedures.
2. Applicable state and federal laws and local ordinances.
3. Judicial system operation and procedures for traffic and criminal bonds.
4. Correct English usage, including spelling, grammar, punctuation and vocabulary.
5. Standard business arithmetic, including percentages and decimals.
6. Computer applications related to work.
7. Village, County and State animal control laws/ordinances.
8. Behavior, activities and humane treatment of animals.
9. Principles of bookkeeping or record keeping.

REQUISITE SKILLS

1. Skill in the use and operation of all applicable equipment.
2. Preparing clear and concise reports, correspondence and other written materials.
3. Organizing work, setting priorities and meeting deadlines.
4. Evaluate situations and make appropriate decisions.
5. Communicating clearly and effectively, orally and in writing.
6. Establishing and maintaining public confidence.

REQUISITE ABILITIES

1. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
2. Ability to read and interpret documents such as court orders, safety rules, operation and maintenance instructions, procedure manuals and so forth.
3. Ability to write reports and correspondence.
5. Ability to be articulate while testifying in court or other legal proceedings.
4. Ability to speak effectively to the public and respond to questions.
5. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
7. Ability to speak effectively to Police Department members.
8. Ability to speak effectively before public groups and respond to questions.
9. Ability to establish facts and draw valid conclusions.
10. Ability to project a firm but positive attitude.
11. Ability to operate calmly and effectively during periods of extreme stress.
10. Ability to exercise independent judgment.
11. Ability to multi-task and prioritize.
12. While performing the essential functions of this job the member is required to stand and sit for extended periods; walk and stoop. Reach, use hands to finger, handle and lift and/or move up to 50 pounds.
13. While performing the essential functions of this job the member is occasionally required to drag objects up to 100 pounds.
14. If assigned as Animal Control CSO, the ability to obtain and maintain a Class C license as required by the Department of Conservation.

WORKING CONDITIONS (Depending on Area of Assignment)

1. While performing the essential functions of this position the member is often indoors but occasionally exposed to outdoor weather conditions.
2. While performing the essential functions of this position the member is occasionally exposed to moving traffic, fumes and airborne particles.

3. Working time may require irregular hours and shifts; at times voluntary and involuntary overtime may be available or necessary; being called back to work on short notice can occur; availability for a response in emergencies is necessary.

4. Exposure to unknown health conditions from contact with individuals or animals with contagious or communicable diseases.

5. Noise levels are usually moderate.

CAUSE FOR REMOVAL

The incumbent may be removed with or without personal fault. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, and a failure to perform competently on any of the essential functions of the position or consistently failing to perform competently on regular duties and tasks are among the major reasons for job removal without fault. Failures to uphold the mission of the Police Department, committing gross acts of disloyalty, and not complying with preconditions for original employment are major reasons for termination with fault. Requiring excessive amounts supervisory counseling and/or remedial training are among major reasons for termination with or without fault.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this class. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.



MORTON GROVE POLICE DEPARTMENT

EXTERNAL JOB POSTING ANNOUNCEMENT

Job Title: Part-time Desk Community Service Officer		Department: Police Department
Apply online at: http://www.mortongroveil.org/government/employment-opportunities/		
Classification: Permanent part-time, non-exempt, uniformed, civilian		
Posting Date: 02/09/22	Closing Date: UNTIL FILLED	Salary Range: \$20.95 per hour
Principal Purpose of Job: Answer questions and provide front desk reception, relay information received in person, via telephone, radio or computer terminal to appropriate personnel, provide clerical support, court clerk duties, data entry, document destruction, scanning, sorting, filing and other support services related to law enforcement. Perform searches of male and female prisoners as required and physical well-being checks of prisoners in cells and holding areas.		
Level of Authority: Performs assigned responsibilities with moderate supervision in accordance with established policies, rules, standard practices, and established precedent, with matters requiring deviation from policy or standard practice normally referred to the next higher level for decision or direction. May be required to take action independently in situations requiring quick and sound decisions, where incorrect decision or action could result in serious risk of physical harm to self or other individuals and property, legal liability for self or department, or detrimental public view of the department.		
Work Environment: Work is performed in a normal office setting using standard office equipment. Work requires manual dexterity, hearing and visual acuity, hand-eye coordination, depth perception, crawling, climbing, bending, twisting, stooping, kneeling, running, walking, standing, and sitting for extended periods. Must be able to lift and/or move at least 20 lbs. Noise level is usually moderate. Regular mandatory hours for part-time Desk CSOs are generally a minimum of two (2) consecutive 4 to 8 hour shifts weekly on the midnight shift and/or afternoon shift on Fridays, Saturdays, or Sundays. An opportunity to work more hours or additional shifts will be presented when available but are limited to 1,000 hours per year.		
Qualifications: Preferred candidates will possess some law enforcement background. Must be able to work shifts, weekends and holidays. Must be able to acquire and maintain knowledge of laws and ordinances applicable to all job responsibilities. Must have excellent customer service skills and have ability to effectively assess community issues and communicate with the public, property owners, elected officials, or other departments and agencies. Must be a self-starter, work independently and be able to exercise judgment under stress. Must be able to maintain confidentiality of critical information. Must have excellent oral and written communication skills and be able to understand and follow both oral and written instructions. Must have a strong ability to multi-task and have a high attention to detail. Must have high school diploma or an equivalent certification. Must hold a valid Illinois driver's license and clear driving record. Must pass background check including but not limited to a polygraph, psychological, medical examination and drug screen.		
The Village of Morton Grove is an Equal Opportunity Employer		