

**City of Cahokia Heights
Vacancy Announcement
Police Officer**

Position Type: Full Time
Salary Range: \$24.50 - \$25.50 per hour depending on experience
Benefits: Health Insurance, City of Cahokia Heights Police Pension Fund
FLSA Status: Non-Exempt
Supervisor: Chief of Police and/or Assistant Chief of Police

APPLICATION DEADLINE:

To receive full consideration, you must submit an application and resume to Ms. Francella Jackson, Director of Human Resources, Cahokia Village Hall, 103 Main Street, Cahokia, IL 62206. If you have any questions concerning the application and hiring process, please contact Ms. Jackson at (618) 337-9500.

MINIMUM QUALIFICATIONS:

1. Must be twenty-one (21) years of age, or applicant must reach twenty-one (21) years of age by the completion of Academy training;
2. Must be a citizen of the United States of America;
3. High School diploma or equivalent; and
4. Must possess and maintain valid Illinois driver's license.

JOB DUTIES AND RESPONSIBILITIES:

1. Patrol designated areas of the City in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes.
2. Enforce traffic and other laws and ordinances.
3. Protect real and personal property by providing security checks of residential, business, and public premises.
4. Maintain awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress.
5. Respond to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, property control, civil complaints, and related incidents.
6. Investigate complaints and takes appropriate action, which may include the use of deadly or non-deadly force.
7. Use sound judgment under adverse, stressful conditions.
8. Issue warnings and citations.
9. Interpret codes, laws, and ordinances and uphold them at all times.
10. Conduct investigations at scenes of incidents to which summoned or incidents observed; determine what, if any, crime has been committed; identify, collect, preserve, process,

- and book evidence; locate and interview victims and witnesses; identify and interrogate suspects.
11. Work in partnership with the State's Attorney's Office to obtain and file criminal complaints on arrested subjects; tin courts and at hearings; prepare and present case evidence; respond to mandatory court calls.
 12. Prepare and serve search and arrest warrants.
 13. Apprehend and arrest offenders for crimes committed under federal, state, and local laws and codes.
 14. Control and mitigate people under the influence of drugs or alcohol or other potentially hostile situations.
 15. Participate in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
 16. Submit clear and complete materials such as policies, procedures, and reports.
 17. Perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities.
 18. Perform any other duties relating to the Cahokia Heights Police Department as required by the Police Department management.
 19. Performs other duties commonly performed or customarily associated with being a Police Officer.

ESSENTIAL PHYSICAL REQUIREMENTS:

Physical requirements shall be governed under the Americans with Disabilities Act.

1. Must be able to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or police work.
2. Must be able to lift, push or pull more than 100 pounds of weight.
3. Must be able to perform simple grasping and fine manipulation.
4. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment.
5. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis; and
6. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.
7. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.
8. Requires the strength and stamina to perform law enforcement duties, including handling firearms, making arrests, and driving a motor vehicle.
9. Must be able to perform other physical duties associated with the position.

DISCLAIMER:

This position is at will, which means the employment relationship may be ended by any party at any time with or without any reason and without notice.

The City of Cahokia Heights is an Equal Opportunity Employer.

The City of Cahokia Heights is also committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process, please call Ms. Francella Jackson at (618) 337-9500 and let us know the nature of your request and your contact information.