



# Maple Park Police Department

## Part – Time Police Officer

### JOB DESCRIPTION

The Village of Maple Park is seeking **certified law enforcement officers** for Part-Time Police Officer Positions. The Maple Park Police Department currently consists of part-time officers.

Flexible schedule - Police position will be shift work which includes weekdays, weekends, and holidays.

Join the Village of Maple Park's Police Department as a Part-Time Police Officer. The Police Department is one of the most visible Village departments and works to keep the Maple Park community safe and oversees the enforcement of laws and ordinances.

The Part-Time Officer will perform general and specialized law enforcement duties in order to preserve public peace; to protect lives, property, the rights of the public; and to enforce statutory laws and municipal ordinances. To perform this job successfully, an individual must be able to perform each essential duty exceptionally. Community policing is a key element of this position. The requirements listed below are representative of the knowledge, skill and / or ability required.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be 21 years of age or above
- Possess a High School Diploma or GED certificate
- Possess a valid Illinois driver's license
- Possess a valid Illinois FOID card
- Must have graduated from either a full-time police academy or a part-time academy approved by the Illinois Law Enforcement Training and Standards Board and have served as a certified police officer
- Qualified in the use of firearms
- Must have a clear record with no arrests involving violent crimes and / or felonies
- Pass a medical examination and drug test
- Anyone who has served in the US Military must have been honorably discharged
- Able to understand and carry out complex oral and written instructions
- Exercise initiative and discretion in emergency situations
- Make decisions based upon department policies and training
- Deal with the public in a tactful manner
- Have good communication skills

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- Work without direct supervision
  - Must have a working knowledge and / or the ability to access information in criminal and traffic law, and department policy
  - Be of good moral character, of temperate habits, of sound health, and physically and mentally able to perform assigned duties
  - Attend training as required
  - Establish positive relationships with the community

## **SALARY**

Starting \$26.21 / hour and going to \$29.12 / hour at completion of 12 months.

## **HOW TO APPLY**

Qualified applicants should apply by completing an application and attaching a resume and cover letter. Application can be found on The Village of Maple Park's website at <https://villageofmaplepark.org/employment/>. Police position will be shift work which includes weekdays, weekends, and holidays.

Please mail to: Village of Maple Park  
Attn: Police Chief Randy Endean  
306 Willow Street  
PO Box 148  
Maple Park, IL 60151

Or email to: [rendean@villageofmaplepark.com](mailto:rendean@villageofmaplepark.com)