



**Position Recruitment Notification
For Internal & External Candidates**

Job Classification: Community Service Coordinator

Department/Division	Adjudication
Employment Status:	Part-time
Hourly Salary/Grade:	\$18.00/hr.; Pay Grade 9-GS
FLSA:	Non-Exempt
Union:	Non-Union
Employment Commission:	N/A

Deadline for Application: **January 25, 2019**

POSITION SUMMARY:

This person monitors individuals who have been ordered to provide community service in the Village as a result of the administrative adjudication process and coordinates with organizations that provide community service opportunities. When conducted under the direct observance of the Community Service Coordinator, community service may consist of, but not be limited to cleaning and maintenance of the public right-of-way, cleaning and washing Village vehicles, graffiti removal, snow removal and other related maintenance work. This type of community service may be conducted primarily on weekends however, some work may be conducted on weekday afternoons and early evenings.

The second type of community service is conducted in cooperation with providers. Providers are government and not-for-profit organizations that provide juveniles with opportunities to complete community service. In addition, some providers conduct education classes, provide counseling, in certain cases treatment and other forms of diversionary remedies.

Job duties include attending night hearings once a month, communicating with juveniles, parents and providers, identifying new community service opportunities and providers, maintaining accurate attendance records, tracking and submitting reports on service hours worked, composing electronic and hard-copy correspondence, and documenting the performance of individuals regarding their performance of community service.

INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: HR@oak-park.us ; or by fax to: 708-358-5107.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



COMMUNITY SERVICE COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

This position serves the public through the coordination of the Village teen and youth community service program. The position is required to perform a wide variety of specialized and responsible clerical work supporting the ongoing and established programs assigned to the department including processing and maintaining documents, correspondence and statistics; and to provide information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Adjudication Director. .

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Monitors individuals who have been ordered to perform community service in the Village as a result of the administrative adjudication process.
2. Communicates with juveniles, parents and providers to coordinate community service opportunities; track and record work assignments, and monitor juveniles for compliance
3. Monitor individuals assigned to community service in the performance and successful completion of assigned duties that may be in the field and consist of, but not limited to cleaning and maintenance of the public right-of-way, cleaning and washing Village vehicles, graffiti removal, and other related maintenance work; possibly on weekends or possibly on weekday afternoons and early evenings.
4. Research and identify new community service providers. Providers are government and not-for-profit organizations that provide juveniles with opportunities to complete community service. In some cases, providers conduct education classes; provide counseling, in certain cases treatment and other forms of diversionary remedies.
5. Attend hearings as required.
6. Maintaining accurate attendance records track and submit reports on service hours worked, composing electronic and hard-copy correspondence, and documenting the performance of individuals regarding their performance of community service.
7. Provide information and forms to the public as needed; apply departmental policies and procedures in determining completeness of applications, forms, records and reports; assist customers, and staff from other departments by providing information, explaining procedures and answering questions.
8. Type, word process and proofread a variety of documents including general correspondence, reports, memoranda and statistical charts.



COMMUNITY SERVICE COORDINATOR

9. Perform a wide variety of general clerical work including the maintenance of accurate and detailed logs, records, verifying accuracy of information, researching discrepancies and recording information; sort, audit, match and distribute information regarding adjudication process.
10. Operate a variety of office equipment including copiers, facsimile machines, and computers; input and retrieve data, update adjudication records and run reports.
11. Compile information and data for statistical and financial reports; maintain a variety of statistical records; check and tabulate statistical data.
12. Prepare notices and other correspondence for mailing.

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.
Fundamental principles and procedures of record keeping.

Excellent communication and customer service skills.

Village organization, operations, policies and procedures.

Ability to:

Ensure best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.

Develop positive working relationships with juveniles, families, and providers.

Perform routines clerical work including maintenance of appropriate records and compiling information for reports.

Work with the Microsoft suite including Word, Excel, Outlook, and Access beyond the intermediate level.

Utilize Passport Parking System and CityView/VillageView.

Type or word process at a minimum speed of 32 wpm.

Correctly interpret and apply the ordinances, policies and procedures if the function to which assigned.

Operate a variety of office machines.

Perform routine mathematical calculations.



COMMUNITY SERVICE COORDINATOR

Respond to requests and inquiries from the general public.

Understand and carry out oral and written direction.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain capacity which allows for effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Walking and standing for extended periods of time*
- *Operating assigned office equipment*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office equipment*

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain reasonable and predictable attendance.

Work a varied schedule including weekends and evenings.

Perform other duties as assigned.

Work independently in the absence of supervision.

Undergo a background check and fingerprinting.

Experience and Training Guidelines

Experience: Three (3) years working with juveniles in a position of responsibility or be an upper-class degree candidate in a criminal justice, social work or similar program.

Training: Possession of an Associate's Degree in criminal justice, social work or a related field from an accredited college, business college or other accredited post-secondary educational institution; or sixty (60) semester credit hours of successfully-completed, college –level, coursework is required in lieu of the Associate's degree.



COMMUNITY SERVICE COORDINATOR

Possession of a bachelor's degree in the areas listed is desirable. Must have or will be required to complete CPR/AED training within the first 6 months of employment.

License or Certificate: Possession of a valid Illinois driver license and proof of auto insurance is a condition of employment.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position and prolonged periods of typing. Duties may include some driving, working outdoors; walking and standing for up to four hours, working on uneven terrain, some lifting of up to 25 lbs.