

Police Detention Aide

The Village of Oak Lawn is currently seeking qualified applicants for the full-time union position of Police Detention Aide.

General Statement of Duties: Processes all incoming prisoners. Fingerprints, photographs and searches prisoners upon initial entry to Police station. Responsible for the general well-being of prisoners while in custody. Performs clerical duties to support the daily business activities of the Public Safety Center.

Examples of Work (Illustrative Only): Accurately complete reports related to arrest of individuals or groups of individuals. Accept/record payment of bond monies and fines. Notifies shift supervisor of prisoners in custody, release of prisoners and of any unusual occurrence in lock-up including providing written reports to Senior Detention Aide. Regularly checks the well-being of persons in custody and keeps detailed logs of findings. Maintain arrest lock-up books, time check logs on prisoners and cell watch. Searches prisoners and inventories subject's property and secures same. Other duties as assigned.

Required Knowledge and Skills: Good working knowledge of Criminal law and procedures. Must be able to deal with all types of people and remain composed at all times. Knowledge of camera and fingerprinting skills a benefit; computer skills are required. Maintain confidentiality at all times. Must be in good physical condition and able to speak, read and write the English language. Must pass a new hire physical and background check; be 21 years of age or older; have a high school degree or equivalent; be a U.S. citizen.

Starting salary of \$38,088, plus benefits.

The Village of Oak Lawn is seeking qualified applicants, without regard to sex, race, color or ethnic origin – an Equal Opportunity Employer.

Resume and cover letter only to:

Village of Oak Lawn
Attn: Human Resources
9446 S. Raymond Ave.
Oak Lawn, IL 60453
jobs@oaklawn-il.gov

Deadline for resume and cover letter: Friday, April 19, 2019.