

## **CITY OF TROY EMPLOYMENT OPPORTUNITY COMMUNITY SERVICE OFFICER/ANIMAL CONTROL OFFICER**

The City of Troy seeks qualified applicants for a Community Service Officer/Animal Control Officer. General duties include enforcement of certain provisions of the code ordinances; issuing citations for code violations; and assisting the Police Department during emergency and non-emergency situations, as required.

This is a full-time, non-exempt position with health, dental, vision and life insurance, IMRF pension, paid vacation and other benefits.

Applications are available at the City of Troy Administration Office located at 116 E. Market St., Troy, IL or by going to the website [www.troyil.us](http://www.troyil.us) and visiting the home page/city news.

Education and or Experience: High School diploma or equivalent, 21 years of age and two years related work experience.

Must have a valid driver's license.

Applications accepted up until August 16, 2021 by 4:30 pm.

**JOB TITLE: Community Service Officer/Animal Control Officer (CSO/ASO)**

**DEPARTMENT: Building & Zoning**

**REPORTS TO: Code Administrator/Chief of Police**

**STATUS: Full Time**

**FLSA STATUS: Non-Exempt/Hourly**

**Prepared Date: 11/2011**

**JOB SUMMARY:** Shall be responsible for the enforcement of certain provisions of the code ordinances as they pertain to the City of Troy, IL; Issuing citations for Code violations. Provide assistance as required to Police Department during emergency and non-emergency situations.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

Concentrate on the enforcement of any and all regulations as they pertain to parking, traffic control and derelict vehicles.

Handle animal control problems within the City of Troy.

Monitor high grass/weed problems within the City of Troy, enforcing any and all pertaining ordinances in relation to abatement of these problems.

Monitor house/business number in new subdivision and within the entire City limits.

Enforce all regulations pertaining to removal/cleanup of refuse and debris and all provisions of the Property Maintenance Codes.

Perform rental inspections regarding change of residency, and reading of water meters at time of tenant change.

Perform welfare checks on the elderly during extreme weather conditions.

Assist with traffic and crowd control on fire calls, critical medical calls, and/or traffic accidents as directed or requested.

Conduct yard sale compliance checks within the City.

Submit monthly report to Building & Zoning Administrator of daily duties and activities associated within the Building & Zoning, and Police Departments.

Performs other duties and functions as required or assigned.

**QUALIFICATIONS:**

Must be able to pass police background check with no felony convictions. Have the ability to react quickly and calmly in emergencies and to be able to deal effectively, efficiently and professionally with the public. Possess the ability and willingness to understand and carry out both oral and written instructions. Possess a valid Illinois driver's License and have the ability to operate motor vehicles.

**EDUCATION and /or EXPERIENCE:**

High School diploma or equivalent; 21 years of age; two years' related work experience.

**LANGUAGE, CUSTOMER SERVICE & ORGANIZATIONAL SKILLS:**

Effective communication and interpersonal skills in dealing with the public and other City departments. Ability to compose letters and reports. Possess effective time management skills.

**CERTIFICATES, LICENSES, REGISTRATIONS & TRAINING:**

Valid Illinois Driver's License; complete ICC Property Maintenance Code certification within 18 months of employment and perform required hours of training to maintain certification.

*This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*



## EDUCATION & TRAINING:

|   | Name & Location | Years Completed | Dates | Diploma/ Degree |
|---|-----------------|-----------------|-------|-----------------|
| High School                                     |                 | 9 10 11 12      |       |                 |
|   |                 |                 |       |                 |
| College   |                 | 1 2 3 4         |       |                 |
|   |                 |                 |       |                 |
| Describe any Specialized Skills, training, etc. |                 |                 |       |                 |
| Certifications                                  |                 |                 |       |                 |

List any professional, trade, or business activities that pertain to the position for which you are applying:

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List any additional information you feel may be helpful to us in considering your application:

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## REFERENCES:

Fill in the names of five (5) adults not related to you and not former employers that have known you for a period, preferably more than five (5) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

|   |            |             |       |
|---|------------|-------------|-------|
| 1 | Name       | Address     | Phone |
|   | Occupation | Years Known |       |
| 2 | Name       | Address     | Phone |
|   | Occupation | Years Known |       |
| 3 | Name       | Address     | Phone |
|   | Occupation | Years Known |       |
| 4 | Name       | Address     | Phone |
|   | Occupation | Years Known |       |
| 5 | Name       | Address     | Phone |
|   | Occupation | Years Known |       |

## EMPLOYMENT EXPERIENCE:

List all jobs you have held for the last 10 years, including periods of unemployment. Put your present or most recent job first. Include military service. List in proper time sequence and temporary or part-time jobs.

|                    |                      |        |                |
|--------------------|----------------------|--------|----------------|
| Employer           | Dates Employed       |        | Work Performed |
|                    | From                 | To     |                |
| Address            |                      |        |                |
| Telephone          | Hourly Rate / Salary |        |                |
|                    | Starting             | Ending |                |
| Job Title          |                      |        |                |
| Reason for Leaving |                      |        | Supervisor     |

|                    |                      |        |                |
|--------------------|----------------------|--------|----------------|
| Employer           | Dates Employed       |        | Work Performed |
|                    | From                 | To     |                |
| Address            |                      |        |                |
| Telephone          | Hourly Rate / Salary |        |                |
|                    | Starting             | Ending |                |
| Job Title          |                      |        |                |
| Reason for Leaving |                      |        | Supervisor     |

|                    |                      |        |                |
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|                    | From                 | To     |                |
| Address            |                      |        |                |
| Telephone          | Hourly Rate / Salary |        |                |
|                    | Starting             | Ending |                |
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| Telephone          | Hourly Rate / Salary |        |                |
|                    | Starting             | Ending |                |
| Job Title          |                      |        |                |
| Reason for Leaving |                      |        | Supervisor     |

If additional space is needed, please continue on a separate sheet of paper.

List any specialized job related skill and/or qualifications acquired from employment or other experience:

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## EMERGENCY CONTACTS:

| Name | Address | Telephone | Relationship |
|------|---------|-----------|--------------|
|      |         |           |              |
|      |         |           |              |

## RELEASE OF INFORMATION WAIVER:

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I authorize the City of Troy to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

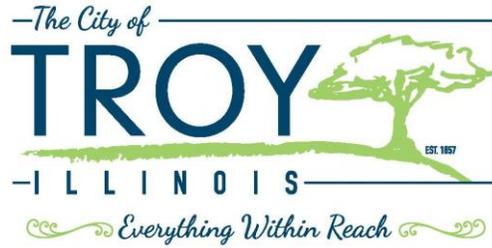
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. I authorize background checks and social media background checks as needed.

**I HAVE CAREFULLY READ THE ABOVE CERTIFICATION. I UNDERSTAND AND AGREE TO ITS TERMS.**

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_





The City of Troy requires its employees to reside:

- A. Within the corporate limits of the City; or
- B. Within ten (10) miles of the corporate limits.

If employed, the applicant agrees to fulfill this within six (6) months of employment date.

If employed, the applicant agrees to maintain a telephone in good working order at his/her place of residence.

Also, offer of employment is contingent on verification of the applicant's education, employment, and personal references.

By signing below, the applicant acknowledges agreement with conditions listed above.

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*Date*

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*Signature of Applicant*

# Application for Employment

City of Troy  
116 E. Market St.  
Troy, IL 62294  
(618) 667-6741

## AUTHORIZATION TO RELEASE INFORMATION

The undersigned hereby authorizes the release and full disclosure of any information and all records, concerning the undersigned to any authorized agent of the Troy Police Department.

The undersigned authorizes the disclosure and furnishing to the Troy Police Department, copies of any and all information relating to the undersigned's employment, work record, salary, attendance, education, disciplinary history, performance evaluations, reputation, medical records, criminal history, driving history, and military service records. Information of a confidential or privileged nature may be included. The information will be used to assist with the undersigned's employment background investigation.

The undersigned hereby releases The City of Troy from any and all liability or damages, which may result from furnishing the information requested. The undersigned acknowledges that in the event an application is disapproved, the source of confidential information cannot be revealed.

A photocopy of this release will be valid as an original even though the photocopy does not contain an original writing of my signature.

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

SSN # \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_