



**TOWN OF HULL
POLICE HEADQUARTERS
1 SCHOOL STREET
HULL, MASSACHUSETTS 02045**

*John E. Dunn
Chief of Police*

Tel: (781) 925-1212
Fax: (781) 925-1216

*Neil J. Reilly
Deputy Chief of Police*

Employment Opportunity:

Community Service Officer, (CSO)

FULL DESCRIPTION:

Duties to include, but not be limited to parking enforcement, answering phones, permit sales, citations processing, and interpersonal customer service.

SCHEDULE & SALARY:

This is a part time position (4) to (8) hour work days, including 4th of July and Labor Day. The schedule may be adjusted for inclement weather. The position pays \$17.00 per hour, detail work \$57.18 per hour, a uniform will be provided.

ESSENTIAL JOB FUNCTIONS & DUTIES:

Under the authority of the Chief of Police, Community Service Officers (CSO) will be responsible for responding to non-hazardous calls for service regarding limited law enforcement matters.

Responsible for enforcing town parking by-laws and other town by-laws.

Responsible for directing traffic at designated areas and assisting citizens in general. They are responsible to tally, inventory and maintain files of parking tickets issued. Community Service Officers are not sworn officers, and have no police powers or authority of arrest.

Community Service Officers receive on the job training in their authorized duties and are trained in first aid and are CPR certified. In house training by full time officers consist of the following:
Uses hand-held computerized ticket writer and/or manually writes violations as necessary.

1. Provides information and customer service to the public
2. Traffic Direction.
3. Parking ticket forms, and/or tablets.
4. Radio Procedure
5. Special Events; July 4th, Carnivals, Nantasket Car Show, etc..
7. Beach Plover Patrol Safety
8. Other duties as needed
9. Monitors parking signage reporting any damaged, faded, or missing signage observed.
10. Check meters for proper function and reports meters that are broken, missing, or vandalized.

MINIMUM QUALIFICATIONS REQUIRED:

- High School Degree or GED
- Must be (18) eighteen years or older
- Demonstrated Leadership, Managerial and Strong Customer Service skills.
- Valid State of Massachusetts Drivers License.
- Applicable state, federal and local laws, rules, and regulations.
- Complete employment background check to include, criminal and driver history

SKILL IN:

- Interacting tactfully and effectively with supervisor, employees, and members of the public.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Operating computers, devices, and applicable parking software programs as well as proficiency in Microsoft Word and Excel spreadsheet software.
- Independently perform the duties and responsibilities aforementioned.

UNIFORM:

Community Service Officers wear light blue polo type shirts with Hull Community Service Officer embroidered on front left breast, navy colored utility type shorts and a navy baseball cap.

APPLICATION PROCESS:

Interested parties shall submit a resume and complete the Town of Hull employment application, **(see link below)**. Please submit the completed information to nreilly@hulpolice.org , or mail to Deputy Chief Neil Reilly; Hull Police Department 1 School Street, Hull, MA 02045

Town of Hull Employment Application:

https://www.town.hull.ma.us/sites/g/files/vyhlf3286/f/uploads/employment_application_1.pdf