

# Housing Authority of the City of East St. Louis

## Job Description

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**Title:** Public Safety Officer (Part-Time/ No Benefits)

**Salary:** \$27,422.72 (Non-Exempt)

**Reports To:** Chief of Public Safety

### **Position Description:**

Monitor Housing Authority properties by providing a presence and a visible deterrent to crime. Detect suspicious activities for criminal acts, observe safety violations/hazards. Arrest and detain subjects for criminal and/or disorderly conduct. Follow and enforce Housing Authority policies and procedures and maintain a professional appearance. Abide and enforce all state and local laws.

### Essential Duties:

1. Patrol and monitor Housing Authority property against vandalism, criminal activity, and other hazards. Community patrol all Housing Authority properties.
2. Complete reports, execute ban and bar affidavits for trespassers, prepare and be available to testify in court for all related matters.
3. Safely operate a vehicle during normal and adverse weather conditions, at normal speeds, during daylight and darkness, and during emergency and non-emergency situations.
4. Required to carry authorized firearms and may use assigned firearms and other weapons in performance of his/her duties.
5. Detain and arrest those suspected criminal and/or disorderly conduct.
6. Complete non-traffic citations.
7. Perform other related duties as assigned.

### Performance Standards:

- Attendance is reliable; leave does not exceed the amount permitted, the employee has no unexcused absences from the job, and the employee is available to work during non-business hours as need.
- Officer takes all appropriate safety precautions to avoid on-the-job accidents, and immediately notifies supervisor of all safety hazards.

- Officer is available to respond to after hour emergency conditions as needed.
- All equipment, parts, tools, etc. are secured daily and kept clean and in good condition.
- Communicate effectively both orally and in writing.
- Reports are prepared properly and submitted timely.
- Must wear appropriate uniform and identification.
- Must be able to operate and properly care for:
  - a. Motor vehicles (trucks or autos).
  - b. Sensitive keys and/or access cards and codes.
- Excellent public relations skills. The public is treated with respect and courtesy. Information is provided to the public accurately, appropriately, and timely.

Qualifications:

Education: A minimum of a high school diploma or G.E.D.  
Bachelor's degree in Criminal Justice is desirable.

Experience: Prior law enforcement experience is preferred.  
Must be at least 21 years of age at the time of employment.  
Must not have been convicted of a felony or any crime involving moral turpitude under the laws of this state or any other state.

Other

Requirements: Maintain a valid driver's license and FOID card.  
Minimum of (40) hours of Firearm Training by a State Board.  
Prior military service (must have honorable discharge).

Submit Resume to: [eslha-hr@eslha.org](mailto:eslha-hr@eslha.org) or online at: [www.eslha.org](http://www.eslha.org)

*The above statements are intended to describe the general nature and level of worked performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all job duties performed by the personnel so classified. Management reserves the right to revise or amend duties at any time.*

*East St. Louis Housing Authority is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and shall not be construed as an exhaustive list of responsibilities, duties, and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the Housing Authority of the City of East St. Louis.*