

Date posted: June 1, 2016

**City of St. Charles
Employment Opportunity
External Posting**

**Community Restitution Assistant
Part-time**

Hours

The hours for this position are Saturdays from 7:00 AM – 12:00 PM and as needed for coverage during the work week.

Job Description

This position coordinates the weekend community restitution program. This involves planning and scheduling community service work for defendants as referred by the court, monitoring performance, and instructing them in the completion of assignments. This position is responsible for completing detailed documentation of defendant attendance and service hours completed. Supervision is regularly exercised over adult and juvenile community restitution service workers. This position also coordinates the graffiti removal program with the Public Works department. This position will fill in for the Community Restitution Coordinator in their absence.

Requirements

This position requires a high school diploma or equivalent and a valid driver's license. Applicants must have computer skills with Microsoft Office applications, excellent file maintenance, and organizational skills. Applicants must possess effective interpersonal skills for interaction with and to develop working relationships with restitution workers, employees, outside agencies, other governmental units, and the public. The ability to operate a vehicle with a trailer and power equipment, including power saw, snow blower, lawn equipment, etc. This position entails moderate physical activity and requires the ability to lift and carry up to 40 lbs.

If selected, successful completion of a background check, physical, functional capacity evaluation, and drug screen are required.

Salary

This position pays \$18.84 per hour.

Application Instructions

Apply on line at www.stcharlesil.gov/jobs by **Sunday, June 26, 2016**. Complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents can be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4446.

The City of St. Charles is an Equal Opportunity Employer.