



**Position: Police Officer**

**Department: Operations**

**Reports to: Guest Services Manager**

**FLSA Status: Part-time, Hourly, Non-exempt**

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**Summary:**

Provide police officer security for select events at the Peoria Civic Center.

**Essential Duties and Responsibilities:**

- Function as uniformed police presence as needed on a part-time basis.

**Supervisory Responsibilities:**

There are no direct reports for this position.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be a current or retired officer with the Peoria Police Department in Peoria, Illinois.

**Education and / or Experience:**

- Must be fully trained and certified as a Police Officer as required by the Peoria Police Department.

**Skill and Abilities:**

- Ability to work a flexible schedule according to the schedule of events.
- Professional communication skills required.
- English language fluency, written and spoken.

**Computer Skills:**

- Ability to use the timeclock to record hours worked.
- Ability to use a computer for creating reports and email functions.

**Other Qualifications:**

- Must have reliable transportation.

**Working Conditions and Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires the ability to access any area of the facility by walking; ability to climb stairs; vision sufficient to navigate in low lighting; hearing sufficient to communicate with staff and patrons; dexterity required to write reports and operate a computer for incident data entry.

**To Apply:**

Apply via Indeed.com or the [ASM Global Career Portal](#).

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The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants who need reasonable accommodations to complete the application process may contact the Peoria Civic Center Human Resources at [mjohnson@peoriaciviccenter.com](mailto:mjohnson@peoriaciviccenter.com).