

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE TEMPORARY POSITION DESCRIPTION

POSITION TITLE: Community Service Officer

DEPARTMENT/LOCATION: Safety and Police; Moreno Valley, Norco, Riverside City Colleges

BASIC FUNCTIONS: Serve as a Community Service Officer (C.S.O.) to enforce traffic and parking rules for the Parking Services department, and provide public service to the college community. Will work closely with and under the supervision of the College Police department.

REPRESENTATIVE DUTIES:

1. Enforce all parking rules and regulations of the District, and applicable parking laws listed in the California Vehicle Code by issuing parking citations (using automated and non-automated citations).
2. Provide observational and preventative security patrols of District property by foot or vehicle.
3. Observe and immediately report suspicious or criminal activity to police communications via radio or phone.
4. Respond to public service calls for service, including but not limited to: vehicle jump starts, unlocking vehicles, locking and unlocking college buildings and rooms, posting notices of class cancellations, providing escorts, and delivering documents on and off District property.
5. Provide traffic control and direction on College property and adjacent roads as necessary; providing for the safe movement and parking of vehicles and pedestrians on or around college property.
6. Provide assistance at special events, including but not limited to event security, traffic control and direction, providing information to guests, and other public services as needed.
7. Assist police officers by providing traffic and pedestrian control and direction at accident scenes, road closures, building evacuations, or other emergency situations.
8. Boot vehicles according to department guidelines.
9. Complete required department paperwork (Daily Activity Logs, witness statements, electronic mail messages, and other department paperwork as required).
10. Provide routine maintenance to district parking meter dispensers.
11. Under the supervision of sworn personnel, collect cash and coin from District parking meter dispensers, and deposit of cash and coin according to District policy.
12. Provide clerical support duties when assigned.
13. Assist with training of new CSO employees.
14. Maintain a friendly, supportive atmosphere for students, staff, faculty, public, and fellow co-workers, treating people with respect and dignity.
15. Perform other duties as assigned.

QUALIFICATIONS:

EDUCATION: High School diploma or equivalent

EXPERIENCE: Prior parking enforcement or law enforcement experience desired.

KNOWLEDGE OF: RCCD parking rules and regulations, parking laws outlined in the California Vehicle Code, and principles of customer service in a diverse college environment.

ABILITY TO: Possess good communication skills; work under minimal supervision; professional enforce traffic and parking rules for the community in a fair and impartial manner.

Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier. Must pass a background check. Must be able to lift up to 50 pounds.

This position will require a back x-ray and a physical.

HOURS/DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.