

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **COMMUNITY SERVICE OFFICER (NON-SWORN)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Assist with public security and public services as needed; perform a variety of duties relative to assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from sworn Palomar College police officers.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Assist with public services including providing protection to District buildings and property and guarding against fire, intrusion, theft and vandalism.
2. Provide information to the public.
3. Make written and oral reports of any hazardous condition impacting the college and its community.
4. Patrol by foot, bicycle, motorized cart or vehicle.
5. Write crime and incident reports.
6. Observe and report unsafe conditions and/or occurrences.
7. Assist victims of injuries or crimes.
8. Secure doors, windows, and/or gates to District buildings.
9. Complete Daily Field Activities Reports.
10. Provide traffic control and direction as needed.
11. Enforce parking regulations and assist in parking permit sales and collection of fines.
12. Take custody of found, lost or abandoned property.
13. Act as a witness for sworn law enforcement officers when observing crimes.
14. Perform related duties as required.

**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**Community Service Officer (Non-Sworn) (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

- Safety hazard identification, observation and reporting techniques.
- English usage, spelling, grammar and punctuation.
- Palomar College Police Department policies and procedures.
- Palomar Community College District rules and regulations.

**Ability to:**

- Work with minimal supervision.
- Make informed decisions and exercise good judgment.
- Perform multiple tasks in a calm, effective and efficient manner.
- Perform tasks that require physical exertion, stamina, flexibility, and standing or walking for long periods of time.
- Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

**EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience/Training:**

Equivalent to the completion of the twelfth grade, with current enrollment in a Criminal Justice program preferred. Familiarity with campus grounds and buildings, experience using two-way radio systems, bilingual (English/Spanish) communication skills, and knowledge of the California criminal justice system preferred.

**Licenses and Other Requirements:**

Must satisfactorily pass a physical examination and a background investigation. Possession of a valid California Driver's License (Class C). Possession of, or willingness to obtain, valid CPR and First Aid certification and/or EMT certification.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor environments; subject to working during evening and weekend hours; work may involve contact with hostile or abusive individuals; may be exposed to extreme weather conditions; may have to work alone or in isolated areas.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for standing, walking, running, bicycling, operating motorized equipment and vehicles, and positioning and maintaining traffic barricades; moderate or light lifting and carrying.