



2277 Napa-Vallejo Highway
Napa, California 94558
(707) 253-3330
www.nvcpd.org

TITLE: CAMPUS SERVICE OFFICER

STATUS: Part-time Hourly; Non-Benefited; \$14.87 per-hour

SHIFT: 32 hours per week, 1500-2300, Monday - Thursday

JOB TASKS:

General Security	Provide general security by patrolling college properties; ensuring that doors are locked; unlock doors for scheduled activities; respond to emergencies and request needed assistance.
Enforce Parking Rules and Regulations	Enforce the Napa Valley Community College parking rules and regulations; properly prepare and issue parking citations.
Prepare and Process Parking Program Paperwork	Maintain all associated records with the parking program; provide administrative support to the Parking Hearing officer.
Perform Office Duties	Answer telephone calls; dispatch resources; prepare correspondence; file documents, fingerprint individuals, issue identification cards, and assists the public.
Provide Courtesy Services	Assist students, staff, and public; be available to jump batteries and unlock car doors; give directions; provide escort services.
Provide Emergency Assistance	Respond to emergency calls for help according to established District procedures.
General Duties	Use a computer based records management system; operate department equipment including motor vehicles, bicycles; investigative tools, radios; maintain and collect cash from parking permit machines; and other related duties as assigned

WORK CONDITIONS:

Physical

- Ability to walk and stand for extended periods.
- Ability to read computer screens and small type.
- Ability to simultaneously listen to a radio and complete a parking citation.

Environmental

- Work is primarily out-of-doors.
- Continual exposures to heat, cold, rain, wind and direct sun.
- Work near moving automobiles and exhaust fumes.

MINIMUM QUALIFICATIONS:

Ability to: Implement safety and security methods;
Prepare clear and concise reports and records;
Operate various computer based records management systems;
Analyze situations accurately and adopt an effective course of action;
Operate a motor vehicle in a safe manner;
Establish and maintain cooperative relationships with staff, students, and the general public.

MINIMUM REQUIREMENTS:

Minimum Standards:

1. Be at least 18 years old.
2. Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.
3. Be of good moral character, as determined by a thorough background investigation.
4. Be a high school graduate or possess a GED.
5. Must successfully complete a specified training program within the first month of employment.
6. Possess an appropriate driver's license valid in the state of California.

Physical Standards: Applicants must be capable of performing all essential tasks without adverse impact on job performance.

Vision: Must be corrected to 20/30. Must be free from color blindness and have a normal field of vision.

Hearing: Normal hearing acuity.

UNIFORM: Necessary uniform items are provided, except for shoes.

July 2011