COMMUNITY SERVICE OFFICERS
(SHORT-TERM/TEMPORARY)
Applications Accepted until filled
Job #C13-16

Under direction of the Chief of Police and general oversight of the Police Sergeant or on-duty sworn Police Officers, perform non-sworn civilian duties including: patrol district properties, events, and surrounding areas on a routinely rotational basis as assigned by vehicle, bicycle, or on foot; secure and/or unlock buildings and facilities; provide front counter services, answering phones and customer service; and includes shift work; weekends; holidays and occasional shift adjustments with less than 72 hours notice and performs related work as required. The Community Service Officer (CSO) patrols all District properties, events, and surrounding areas to observe and report violations of federal, state and local laws and District rules; routes appropriate service calls to Police Officers; answers telephones and waits on customers; and provides support to the campus community.

Conditions of Employment: Background investigation, fingerprint clearance, physical examination, tuberculosis clearance, and union membership dues. Possess a valid Class C, California driver’s license; ability to obtain a first aid/CPR certification within six months of employment.

MINIMUM QUALIFICATIONS AND COMPENSATION

Minimum Qualifications

Required Qualifications:
- Education: Thirty (30) college units from an accredited college of higher learning and
- Experience: One year of experience in security work, parking and traffic control, radio communications and public relations or any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities.

Preferred Qualifications:
- Education: AA degree in criminal justice and
- Experience: Three years of experience in security work, parking and traffic control, radio communications and public relations or any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities.

Demonstrated skill in respectful, sensitive and effective communication with people who are diverse in their cultures, ethnicities, language groups, and abilities, and with individuals from all other groups protected from discrimination. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Essential Representative Duties: Patrols District properties, events, and surrounding areas as signed by vehicle, bicycle, or on foot to be a visible presence to deter unlawful activities. Issues parking citations and warnings to motorists. Responds to campus emergencies such as security alarms, crimes, medical emergencies, fires and hazardous materials accidents by providing support services.

Provides customer and support services such as, securing and unlocking buildings and facilities, directing traffic, serving as a safety escort, delivering confidential messages and documents. Maintains understanding of all general orders and District policies and procedures. Observes and reports violations of federal, state and local laws and district rules and regulations to sworn police officers. Writes crime reports; processes criminal identification and evidence. Relieves other Community Service Officers or non-sworn personnel as necessary. Provides information to outside agencies such as, District Attorney’s Office and Department of Justice, as appropriate. Maintains supplies and equipment; sets up and moves parking/people barriers. Provides testimony through various venues when necessary. Perform other duties as required.

A complete job description is on file in the Human Resources Department and is available upon request.

Short-Term/ Temporary Salary:
$10.97 – 11.91 per hour; no benefits

Short-Term/ Temporary Work Assignment:
Day, swing, and grave shifts as needed

Continued on reverse
### HOW TO APPLY

Visit our web site at [www.solano.edu](http://www.solano.edu) to download an announcement and complete application on line. For questions, call the Human Resources Office at 707/864-7129. Office hours are Monday – Thursday, 8:00 a.m. to 5:00 p.m., Friday, 8:00 a.m. to 3:00 p.m.

*Applicants needing assistance in the recruitment process due to a disability should submit a written request with the application documents.*

### REQUIRED APPLICATION DOCUMENTS

To ensure consistency and fairness to all candidates, do not submit materials other than those requested.

1. A Solano Community College Classified Employment Application **complete and in detail**,  
2. A Copy of your California driver’s license, and  
3. Legible copies of transcripts, licenses, and/or certifications to support your qualifications for the position.

#### Optional Application Documents

- A current resume detailing your education and experience.  
- Applicant Notification Form.  
- Statistical Information Questionnaire (*Information to be kept confidentially in the Human Resources Department.*)

### IMPORTANT APPLICATION INFORMATION

- Submission of the application documents to the Human Resources Department by the deadline (postmarks not accepted) is the applicant’s responsibility.  
- Application materials will not be sent to candidates nor received by the Human Resources Department via FAX.  
- All materials in your file become District property, will not be returned, and will be considered for this vacancy only.  
- Only timely and complete application materials will receive consideration.  
- Meeting the minimum qualifications for a position does not assure the applicant an interview. It is, therefore, important that the application be thorough, detailed, and clear.  
- Current employees who are applying for a position should be aware that material from their personnel files will not be included as part of the application packet, and they should, therefore, provide information on past and present employment in the same degree of detail as any other applicant.