

Public Safety Assistant (Sub)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=236939>

Downloaded On: Jan. 2, 2025 10:14pm

Posted Jun. 3, 2024, set to expire Jan. 28, 2025

<b>Job Title</b>	Public Safety Assistant (Sub)
<b>Department</b>	
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Jun. 3, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Public Safety
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Public-Safety-Assistant--Sub-_REQ12215">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Public-Safety-Assistant--Sub-_REQ12215</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Title:**Public Safety Assistant (Sub)

**Job Category:**NBU

**Job Opening Date:**June 01, 2024

**Job Closing Date:**June 30, 2024

**Locations:**Saddleback College

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***Department:***

***Pay Grade, for more information click on this link:***

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

***Pay Type:***Hourly

***Hours Per Week:***0

***Job Description:***

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.

**SUMMARY DESCRIPTION**

Under general supervision from the Chief of Police, performs a variety of clerical duties and specialized support for the Campus Police Department at an assigned campus; supports Front Counter operations providing a variety of information and assistance to students, faculty, staff, and the general public relative to assigned area of responsibility; receives incoming calls related to public safety matters from the campus community and the general public; supports the Campus Police Department in field assignments on foot or utilizing vehicles as necessary.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serve as receptionist for the Campus Police Department at an assigned campus; receive office and telephone callers; provide material and information in response to requests for information related to assigned area of responsibility; convey telephone messages; refer callers to

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appropriate staff for further assistance as needed.

- Assist with the issuance of parking permits to students, staff, and special student categories; receipt payment received and balance monies received.
- Provide assistance to individuals having received citations; provide information for appealing citation; process initial Administrative Reviews from walk-in customers, the citation processing agency, or by mail; log in requests for hearings; enter results; receive, record, and issue receipts for parking citation payments and enter payments into system.
- Receive and maintain safe storage of campus lost and found items; attempt to contact owner of item; maintain records of items received and claimed.
- Operate Live Scan fingerprinting device for applicant and general public records checks.
- Issue parking citations in support of parking enforcement operations; conduct traffic control in support of traffic enforcement operations.
- Assist with crowd management at campus events.
- Perform student escort services.
- Assist with Counter Reports, including traffic accident and no lead criminal incident reports.
- Perform general clerical duties including entering parking permit numbers and other information into computer system and accessing student information as requested/necessary.
- Utilize various computer applications and software packages; maintain and generate reports from a database or network system.
- Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.

Perform related duties as required.

## QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### Knowledge of:

- Basic emergency procedures and proper radio communication procedures and rules.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic report preparation.
- Principles and practices used to establish and maintain files and information retrieval systems.

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- Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
- Basic mathematical concepts.
- Work organization principles and practices.
- English usage, grammar, spelling, punctuation, and vocabulary.

**Ability to:**

- Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
- Learn, understand, interpret, and apply general administrative and office policies and procedures.
- Learn geographic features and streets of the campus.
- Perform a variety of office support and clerical duties and activities of a general and specialized nature for assigned campus police office.
- Receive and appropriately respond to telephone calls for emergency service as needed.
- Effectively communicate with and elicit information from the general public.
- Operate two-way radio equipment to communicate with police station or other police personnel.
- Respond appropriately to the needs, requests and inquiries from students, staff, faculty, or the public; and effectively present information in person or on the telephone.
- Remain calm in emergency situations.
- Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records and reports.
- Use sound judgment in recognizing scope of authority.
- Compile and organize data and information.
- Maintain filing systems.
- Plan and organize assigned work to meet schedules and changing deadlines.
- Learn to operate office equipment including computers and Live Scan device
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and

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abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Some customer service experience is desirable.

**License or Certificate:**

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

**Environment:**

Work is performed primarily in a college campus setting. Duties may be performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, staff, and others; or at field assignments such as parking enforcement or traffic control. At least minimal environmental controls are in place to assure health and comfort.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations for duty assignments or to pick up or deliver materials.



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**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

**DISABILITY ACCOMMODATIONS:**

If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**CAMPUS CRIME AND SAFETY AWARENESS:**



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Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in the District Human Resources (DHR) office upon request.

**PLEASE NOTE:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS.

**EEO/AA Policy**

**DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY:**

*The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.*

*Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider*



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*whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.*

**SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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