



JOB INFORMATION

<i>Job Code:</i>	147007
<i>Job Title:</i>	Community Service Officer I
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student and/or temporary workers.
<i>Job Family:</i>	Public Safety (Step)
<i>Job Family Group:</i>	Public Safety
<i>Management Level:</i>	8 Individual Contributor
Community Service Officer I	

JOB SUMMARY

Provides service functions to support the general safety of the university community. Performs assigned patrol duties such as securing the interior and exterior openings of facilities, monitoring electronic door access and closed circuit television systems, assists with investigations, and performs perimeter and parking lot security functions. Community Service Officers are not authorized to carry firearms. Community Service Officers I work under the direct supervision of a Field Supervisor or a Community Service Officer II.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Related undergraduate study	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		<1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Ability to report for work in case of emergencies.
X		Ability to work varied days and shifts.

Licenses

Req	Pref	License(s)
X		Valid California Class C driver's license.
X		BSIS (Bureau of Security and Investigative Services) Guard Card.

Other Job Factors

• Must be eligible for bonding.
• Vision in each eye correctable to at least 20/25.
• Must successfully complete a written/oral exam, in-depth background investigation, medical evaluation.
• Operates motor vehicles and/or electric carts.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Patrols an assigned area. Performs prescribed security checks of buildings, offices, and grounds to prevent loss of university assets. Observes and reports suspicious activity or persons, and security and/or safety hazards. Conducts investigations of losses in accordance with procedures and directions.				
Opens and/or secures building and rooms according to procedures or as directed. Operates and/or monitors electronic door access, closed circuit television systems, and other security related devices. Dispatches or coordinates responses to situations as a result of observations made on CCTV and electronic door access. Assists with access at locations with malfunctioning electronic door access systems.				
Maintains logs and records required to indicate duty times, occurrences, actions taken, observations made, and other relevant information. Prepares and submits reports as required.				
Implements department procedures governing apprehensions, interrogations, and disposition of cases.				
Assists with parking control and vehicle/pedestrian security. Directs traffic and gives directions.				
Assists in maintaining perimeter and crowd control in areas of crimes, emergencies, and special activities.				
Escorts university and hospital employees, students, and/or hospital patients between facilities and their vehicles.				
Assists in crime prevention and public information programs.				
Implements and enforces OSHA, CAL-OSHA, and university policies relating to safety, health, and fire prevention.				
Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.