

EAST BAY REGIONAL PARK DISTRICT

PUBLIC SAFETY STUDENT AIDE

GENERAL FUNCTION:

Under supervision, to perform a wide variety of support functions within the Police and Fire Departments.

ESSENTIAL FUNCTIONS:

Performs a variety of primarily entry-level and clerical tasks while assigned in one of the following areas of the Public Safety Department: Administrative Division, Communications/Records, Detective Unit, Fire Department, Personnel and Training Unit, Property and Evidence Unit, Patrol Operations, Special Enforcement Unit or the Volunteer Trail Safety Program. Aides are generally assigned to an individual department or unit and rotate positions annually or based on departmental needs. Typical tasks may include: answering phones and giving information; issuing supplies and equipment; filing a variety of documents; data entry; assisting with police or fire training exercises; providing civilian assistance to police and fire personnel; setting up training reservations and preparing travel documents; cataloging, processing and picking up evidence; securing park entrances after closing, and other work as required. May be assigned to the patrol division for District holidays or special events to direct traffic, assign parking or other non-enforcement activities.

MINIMUM QUALIFICATIONS:

Education: Completion of high school or equivalent GED or CHSPE certificate. Must be enrolled in a minimum of nine college-level units and have a 2.00 cumulative grade point average or higher to apply for and to retain position.

License: Must possess and retain a valid California driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Interest in law enforcement or fire protection with the potential for a career in this area. Ability to learn law enforcement practices and procedures. Ability to perform basic clerical skills such as typing, filing, completing simple mathematical computations. Ability to use basic office equipment. Ability to effectively follow oral and written instructions and adhere to Departmental policies. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

CONDITIONS OF EMPLOYMENT

As a condition of employment, a Public Safety Student Aide:

- is required to wear a prescribed uniform and adhere to Department grooming standards. Aides will be issued an annual uniform allowance to assist in cleaning of issued uniforms.
- may be required to work irregular hours, including weekends and holidays, as needed. Work hours will be established based on District needs and the student's schedule. The expectation is that the student will generally work part-time and will be limited to 999 hours per fiscal year (July 1 through June 30).

EAST BAY REGIONAL PARK DISTRICT
PUBLIC SAFETY STUDENT AIDE JOB DESCRIPTION
PAGE 2

- is required to terminate after four years or less than four years when the student completes education. An extension of up to one year may be granted by the Assistant General Manager of Public Safety.

After one calendar year, the performance of the Aide will be evaluated by their supervisor to determine if the Aide has made sufficient progress to continue in the program. If so, the supervisor will recommend continuation and award a salary step increase to step "B" which will be the Aide's rate until the end of the program.

REPORTS TO: Administrative Supervisors

Employment Category: Seasonal, Salary Range S006
Adopted by Board of Directors: March 3, 1987
Revision Approved by General Manager: October 28, 2003