



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>District Services Assistant</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>As Assigned</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>1/23/2019 2/7/2019</b>	SALARY GRADE:	<b>Schedule: 56 Range: 34</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor or administrator; works in support of the safety and security of district property. Maintains a station for monitoring and oversight of ingress/egress points; visitor control and package delivery. Patrols district properties on foot reporting safety and security concerns.

**REPRESENTATIVE DUTIES:****ESSENTIAL DUTIES:**

- Maintains a station or patrols district property and adjacent areas; supports the safety and security of staff, students, personnel, equipment and property by monitoring video surveillance equipment and performing inspections on foot for unsafe conditions and unauthorized persons on and around designated district property.
- Assist in orderly control of ingress or egress points in district buildings.
- Receives packages and deliveries; notifies building staff/personnel of delivery arrival.
- Utilizes District phone system for notifications and alerts.
- Control foot traffic and provide security at district buildings and functions; may control parking and safe movement of vehicles in parking areas as needed; enforce District parking regulations.
- Enforce District policies, procedures, rules and regulations regarding safety and security at district sites and district property.
- Assist first responders (police, fire, medical) in responding to and investigating incidents occurring on District property.
- Document, prepare and maintain reports or logs related to day to day station activity and district premises.
- Report unusual or suspicious activities to include but not limited to; trespassing, loitering, vandalizing and other criminal activities; assure visitors on District properties have appropriate permits.
- Provide information and respond to inquiries from visitors, staff and students.
- Report fire and safety hazards; notate fire and burglar alarms; summon and communicate with police and fire department personnel as needed.
- Operate a computer, a hand-held radio, video monitoring equipment, and other job-related equipment.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

**Education and Experience: Any combination equivalent to:**

- A. Graduation from high school/GED. Access Control (Ingress/Egress) coursework desired.
- B. One (1) year workforce experience involving public and student contact. Mailroom and/or receptionist experience desired.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid first aid and CPR certificates issued by authorized agency preferred  
Incumbents in this classification may be required to speak, read and write in a designated second language  
Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Crowd and traffic control techniques  
De-escalation and mitigation techniques  
Health and safety regulations  
Interpersonal skills using tact, patience and professionalism  
Methods, procedures and practices of safety and security  
Oral and written communication skills  
Procedures and laws of mandated reporting  
Record-keeping techniques  
Security policies, procedures and regulations  
Standard broadcasting procedures of a hand-held two-way radio system

### ABILITY TO:

Analyze situations quickly and adopt a safe and effective course of action  
Communicate effectively both orally and in writing  
Communicate effectively with diverse populations including but not limited to, students, staff, administrators and the public  
Enforce applicable laws, rules and regulations  
Establish and maintain cooperative and effective working relationships with others  
Operate a computer, two-way radio, video monitoring equipment and other job-related equipment  
Organize and write clear and concise reports  
Preserve personnel and organizational property  
Report fire and safety hazards  
Understand and follow oral and written directions

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and Outdoor environment  
Possible confrontations  
Seasonal heat and cold or adverse weather conditions  
Evening or variable hours

### **PHYSICAL DEMANDS:**

Standing, walking or sitting for extended periods of time  
Dexterity of hands and fingers to operate security equipment  
Walking and running  
Hearing and speaking to exchange information  
Seeing to read and to prepare reports  
Bending at the waist and kneeling  
Reaching overhead, above the shoulders and horizontally  
Lifting, carrying, pushing or pulling objects and persons typically weighing up to 75 pounds

### **HAZARDS:**

Contact with dissatisfied or abusive individuals  
Possible fights and confrontations  
Exposure to adverse weather conditions  
Working at heights  
Contact with blood borne pathogens infectious diseases and body fluids  
May come in contact with dangerous individuals