

SERGEANT-AT-ARMS

DEFINITION

Carries out Board and Committee meeting responsibilities by preparing rooms, maintaining order, and operating recording equipment; and provides information services to the public, shuttle transportation for District and other personnel, and messenger services for District business.

TYPICAL DUTIES

Prepares the Board Room, Committee meeting rooms, and other rooms prior to meetings.
Maintains order in the Board Room and Committee meeting rooms as required during meetings.
Maintains liaison with the Los Angeles School Police Department and reports incidents and situations which may require investigation and action.
Operates electronic recorders to record all official Board meetings and Committee meetings as requested.
Checks recording equipment for operational capability, makes minor adjustments, and initiates requests for servicing and repair.
Acts as escort to Members of the Board of Education, the Superintendent of Schools, and other officers or administrators of the District.
Drives a passenger car transporting administration personnel, legal counsel, and legislative representatives to meetings relative to District business at various District, City, and County facilities.
Receives messages, records information, and refers messages to appropriate personnel.
Delivers messages, legal notices, and documentary material to the offices or residences of Board or administration personnel and Personnel Commission members.
Ensures Board Members' vehicles are properly maintained.
Delivers mail when scheduled mail truck services are unable to meet emergency needs.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Sergeant-At-Arms maintains order in the Board Room and Committee meeting rooms, operates recording equipment, provides information regarding District personnel and facilities, and acts as escort for District personnel and others.

A Police Officer performs police work in the prevention, control, and investigation of crimes against District facilities, personnel, or students; the apprehension of suspects; and the protection of District property.

SUPERVISION

General supervision is received from the Executive Officer of the Board. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- California Motor Vehicle Code
- Regulations and ordinances pertaining to proper conduct at public meetings
- Los Angeles City, County, and suburban traffic ordinances and regulations
- Safe driving practices
- Los Angeles City, County, and suburban streets and areas
- Functions of various parts of passenger car engines
- Locations of Los Angeles Unified School District facilities
- Traffic conditions prevalent in various locations at particular times
- Microsoft Word

Ability to:

- Maintain order at District meetings
- Drive a passenger car with skill, safety, care, and courtesy in all types of weather, traffic, and road conditions
- Set up and operate various types of electronic recording equipment
- Make minor emergency repairs and adjustments to passenger cars
- Map quick and comfortable routes to destinations
- Change tires
- Maintain the confidentiality of information received
- Work on weekends and holidays or at night as directed
- Exercise good judgment under pressure
- Respond to inquiries and deal effectively with the public
- Read, write, and orally communicate in English
- Use a personal computer

Special Physical Requirements:

- Auditory acuity to hear proper recording volume
- Manual dexterity to make adjustments on recording equipment
- Safely lift and carry objects of up to 50 pounds for delivery
- Stretch to reach vehicle components requiring minor repair or replacement, including changing tires

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Five years of paid experience that required the operation of automobiles or other vehicles on public streets, including one year of driving experience in Los Angeles or vicinity; or six months of paid experience driving a bus or truck for the Los Angeles Unified School District.

Special:

A valid California Driver License.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
05-15-13
JPK