

Job Title: OPS Security Officer

Compensation: \$15.75 - \$15.75

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 2

**Position Summary:**

Incumbents patrol and inspect the campus and provide safety and security related services to all students, staff, faculty and visitors as necessary. Responsibilities may include patrolling campus; responding to calls for assistance; locking and unlocking facilities; assisting citizens with battery jumps, lock-outs, escorts and other services as needed; monitoring security cameras; providing crowd control for events; directing traffic; issuing traffic citations; and maintaining records of all activities and issues. Incumbents may be assigned to monitor a specific facility, such as a parking garage or to a dispatch function.

**Requirements:**

**Education:**

High School Diploma or equivalent (GED).

**Experience:**

Two years experience providing security.

*\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Security principles and techniques;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and procedures;
- Modern office equipment;
- Customer service principles;
- Electronic surveillance equipment;

- Recordkeeping principles;
- Computers and related software applications.

**Skills:**

- Monitoring facilities to ensure security and safety;
- Applying applicable laws, rules, regulations, codes, and procedures;
- Providing customer service;
- Reacting quickly and calmly in emergency situations;
- Maintaining operational records;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, grasping, talking, hearing, seeing, and repetitive motion.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to odors, dusts, poor ventilation, and extreme temperatures.

**License:**

Security Officer "D" License.

Valid Driver's License.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Secures campus and deters crime by performing foot patrols, bicycle patrols, and/or vehicle patrols of campus facilities, which includes: patrolling parking lots to prevent thefts	Daily

These duties are a representative sample; position assignments may vary.		Potential Frequency
	from vehicles and crimes occurring in vehicles; locking and unlocking classrooms, offices, and other campus facilities; monitoring surveillance cameras; directing traffic; and performing related activities.	60%
2.	Monitors entries to buildings; checks identifications; conducts safety checks of building interiors.	Daily 20%
3.	Issues parking tickets; maintains related records of crimes, injuries, incidents, and traffic accidents.	Daily 10%
4.	Provides assistance to citizens, which may include: jumping batteries; unlocking cars; providing driving directions; escorting individuals; communicating campus policies; providing general information in person and over the phone; and performing related activities.	Daily 10%
5.	Performs other duties of a similar nature or level.	As Required

### **Equal Access/Equal Opportunity**

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