

SECURITY OFFICER

Effective: 9/1/02

Class Code: 102

Range: 510

DEFINITION:

Under general supervision to provide security support to the state court and county facilities and to perform related work as required.

ESSENTIAL JOB FUNCTIONS:

Serves as a security officer in state court and county facilities; screens individuals entering and exiting assigned buildings; searches people, objects, buildings and outdoor areas capable of concealing contraband or weapons; may involve feeling and detecting objects, and walking and standing for long periods of time; controls, manages or seizes personal property as required by policy; responds to emergency situations.

Conducts video and audio surveillance; performs equipment tests of surveillance and alarm equipment; reads computer and camera screens. Manipulates keys and keyboards, operates levers and buttons, collects and inventories small items; maintains, controls and inventories facility keys, materials and equipment. Operates metal detection and/or x-ray equipment. Uses and maintains department issued equipment as needed.

Performs rescue operations to include administering basic emergency medical aid and facility evacuation. May respond to facility mechanical failures.

Prepares written reports and incident forms for analysis of program activities; maintains resource information.

Exercises independent judgement. Communicates effectively and coherently with other employees using existing communication systems. Effectively communicates with the public to provide information, direction and referral to governmental service organizations.

POSITION REQUIREMENTS:

Must be at least 18 years of age; graduation from an accredited high school or successful completion of the General Educational Development (GED) test. One year responsible experience involving heavy public contact in a position responding to irate or upset people and one year experience in security or law enforcement.

Position requires the ability to learn and apply department policies; ability to listen, evaluate and analyze facts; ability to deal with hostile situations utilizing conflict resolution processes, conciliatory and crisis intervention techniques; ability to speak and write effectively; ability to record information clearly and concisely; ability to understand and carry-out instructions promptly; ability to walk or stand for long periods of time; ability to establish and maintain effective relationships with other employees, governmental agencies, and the general public.

Must pass an entry-level employment examination; must possess Medic/First Aid certification within 30 days of employment; must pass a psychological evaluation, in-depth background investigation (including credit check), complete physical examination and drug screen.

TYPICAL EMPLOYEE CHARACTERISTICS:

Assertive	Practical
Conservative	Reserved
Controlled	Self-assured
Dependable	Self-sufficient
Emotionally stable and mature	Shrewd
Independent	Tough minded and self-reliant
Intelligent	
Leadership qualities	

EQUIPMENT UTILIZED (BUT NOT LIMITED TO):

First Aid Kit	Aerosol Restraint Spray
Flashlight	Duty Belt
Department Policies	Report Forms
Pen/Pencil	Surveillance Monitoring Equipment
Telephone	Audio Monitoring Equipment
Personal Computer	Keys
Photocopier	Portable Radio
X-Ray Equipment	Elevator
Security Wand (magnetometer)	