



CLASS SPECIFICATION FOR:

**Security Officer**

**General Statement of Duties:**

Performs armed security duties in assigned patrol areas during assigned shift and is charged with the detection and reporting of suspicious persons or activities; does related work as required.

**Distinguishing Features of Class:**

The incumbent in this class receives basic training in the various security details and receives general supervision upon completion of basic training. Assigned to regular patrols, the employee is charged with considerable responsibility for the protection of public property and demonstrates competency in the operation and monitoring of a computerized security console system. In discharging responsibilities, the incumbent exercises independent judgment in emergencies and demonstrates sound knowledge of security techniques and practices. Supervision is received from a Security Officer Supervisor or Chief of Security Services.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Patrols a specific assigned area, driving a County vehicle and on foot, on a regular basis during assigned shift;
- Observes, records and reports all unusual activity, circumstances and problems;
- Resolves incidents independently, typically within well prescribed guidelines and policies, notifying supervisor of incidents as soon as possible or end of shift as appropriate;
- Appropriately escalates unusual incidents, emergency situations, unusual activities and problems to the supervisor or appropriate authority and collaborates effectively with the appropriate authorities on resolution;
- Monitors a bank of screens for security cameras located at various building doors and hallways;
- Monitors and operates a computerized security/environmental-control console system and observes printouts;
- May insert commands to computer as authorized and appropriate to the situation;
- Investigates suspicious activities and reports them, when necessary, to the appropriate agency or authority;
- May be required to appear in court as a witness when any person is arrested as a result of the incumbent's complaint
- Makes daily reports of activities per established procedure;
- Makes detailed reports of specific incidents, accidents, investigations or special assignments
- Creates and maintains proper documentation and appropriate records and reports as required;
- Interacts with all levels of County employees and the public as needed to provide assistance in a variety of circumstances and addressing security concerns;
- Reports to the shift supervisor or designee prior to each tour of duty for a briefing and also makes a report on the completed shift to relieving officer;
- Assumes responsibility for the proper maintenance and care of all uniforms and equipment assigned;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Maintains are required certifications;
- Works in a variety of indoor and adverse outdoor conditions, days, evenings, weekends, on-call, as assigned;
- Performs on-call rotation duties as assigned;
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**

Ability to be courteous yet firm in all interactions with the public; the ability to remain alert during assigned work shifts and patrols; good powers of observation and memory with strong attention to details; ability to accurately compile data and provide accurate detailed information as needed; appropriate use of discretion and good judgment; ability to carry out complex oral and written instructions; ability to safely operate a motor vehicle; ability to work independently and as part of a team to successfully complete assigned duties and tasks in accordance with applicable requirements and deadlines; ability to accurately and consistently interpret and apply laws, regulations and policies; critical thinking and problem solving skills with the ability to appropriately resolve a wide variety of patrol issues within established guidelines, protocols and requirements; good interpersonal skills with the ability to establish and maintain a good working relationships with security staff, County employees and the public as applicable; good oral and written communication skills with the ability to express ideas clearly and concisely, orally and in writing, to diverse populations including all



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levels of County employees and the public; basic computer skills with ability to use computer and typical business software, proprietary software and applications as required; ability to safely drive and operate assigned patrol vehicle; physical condition that permits the activities necessary in and inherent to the patrol of assigned areas, including vehicular and on-foot patrols, in varying adverse temperature and weather conditions; personal accountability including teamwork and establishing and maintaining positive relationships with security staff as well as all levels of County employees and the public; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County in interactions with all levels of County employees and the public. Upon successful completion of Academy and Field Training, incumbent will to be assigned to a fixed shift schedule with rotating days off.

**Minimum Education and Experience:**

Education: Graduation from high school;

Experience: Relevant previous work experience with one (1) year of relevant security service experience preferred;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license with a safe driving record.
- No felony convictions or convictions relating to domestic violence issues.
- Must successfully complete the County's basic security academy.
- Must successfully complete the required firearms training within specified time period.

**NOTE:** Portions of the Security Academy may be waived for incumbents who submit evidence of successful completion of academy training in Law Enforcement or equivalent from a local, State, or Federal entity.