

SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing routine tasks pertaining to the safety of individuals and the security of County property within an assigned area. The incumbent has responsibility for inspecting County property in order to detect security hazards, deter criminal activity by being visible and observant and to detect maintenance problems and/or equipment failure. The work is performed under direct supervision of a Security Supervisor. This position differs from that of Security Officer I in that this position is generally an on-call, fill-in/substitute position with few scheduled hours. The two exceptions to this are that incumbents will have scheduled hours during the Summer at the County Parks and will also be assigned as additional security at special County events. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols County property on a regular basis during the shift of work to detect fire, theft, vandalism, illegal entry or equipment failure and looks for possible hazards which may develop;
Watches for and reports irregularities such as leaky pipes, unlocked doors, unusual occurrences and vandalized property to the appropriate personnel;
Closes or locks door, gates and windows according to prescribed routines to deter criminal activity or accidental loss;
Responds to non-criminal activity such as personal injuries, missing persons or stranded motorists by rendering appropriate service;
Warns violators of rule infractions such as loitering and expels if necessary;
Testifies in court regarding offenses that were personally witnessed;
Prevents acts that could be harmful to County property, employees or the general public by observing suspicious activity, responding to the activity and taking the appropriate action;
Participates in crowd control at special County events as well as answering questions of the public;
May transport money to the bank for individual departments or divisions;
May prepare a variety of simple written reports of activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the geography of the County including the physical location and layout of the facilities;
Ability to understand and follow oral and written directions;
Ability to communicate effectively, both orally and in writing;
Ability to get along well with others;
Ability to deal courteously yet firmly and tactfully with the public;
Ability to think quickly and act effectively in emergency situations;

SECURITY OFFICER--contd.

2

Good powers of observation;
Sound judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Motor Vehicle Operator's License.

SPECIAL REQUIREMENT WITHIN 1 YEAR OF APPOINTMENT: Successful completion of the Municipal Police Training Council's basic course for Peace Officer.

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NON-COMPETITIVE