

SECURITY OFFICER III

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for security operations primarily at the Binghamton Regional Airport, but also at the other County facilities. This position oversees the enforcement of Federal, State and County laws by providing overall security of the Airport's screening station, as well as directing the patrol of County property, investigating criminal and non-criminal incidents, issuing traffic tickets and making arrests. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. This position differs from that of a Security Officer I and II by virtue of the increased supervisory responsibility and the degree of independent judgment necessary in the performance of duties. Supervision is exercised over the work of Security Officers of various levels. Does related work as required.

TYPICAL WORK ACTIVITIES:

At the Binghamton Regional Airport passenger-screening checkpoint:

Provides a highly visible armed deterrence at the passenger-screening checkpoint;
Responds to situations where an individual is interfering with the activities of the screeners and takes appropriate action if a violation of law occurs;
Detain individuals who attempt to carry unauthorized items through the checkpoint;
Coordinates with Federal authorities to determine if federal jurisdiction will attach to specific incidents;
Provides for the overall security of the screening station, screeners, and passengers;

At all Broome County locations:

Interprets security rules and directs subordinates in enforcing compliance;
Schedules shifts for Security Officers, issues special orders for daily patrol and special assignments through briefings or written bulletins, and reviews work through briefings and reading all incident and accident reports;
Investigates complaints regarding personnel and takes appropriate action to avoid repetition;
Oversees and makes investigations by inspecting the physical scene, collecting physical evidence, interviewing witnesses and recording their statements, completing incidents reports and filling out the appropriate law enforcement information forms;
Testifies in court regarding offenses and activities and assists Security Officers in preparing for necessary court appearances;
Responds to calls from subordinates asking for direction or assistance during emergency situations;
Schedules assigned staff to assure adequate coverage for regular and special activities;

Has responsibility for the maintenance of vehicles and equipment;
May select and train subordinates in protective procedures, aid and other related duties;
May be required to carry a firearm.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the policies and procedures followed at the passenger-screening checkpoint of the Binghamton Regional Airport;
Good knowledge of law enforcement methods such as patrolling, investigating, and observing activity;
Good knowledge of laws, rules and regulations governing actions on County property and of the County in general;
Good knowledge of the methods and procedures used in making investigations, analyzing findings and implementing corrective action;
Ability to plan and supervise the work of others;
Ability to plan and supervise work in a manner conducive to full performance and high morale;
Ability to express oneself clearly and concisely both orally and in writing;
Ability to establish and maintain an effective relationship with the public and employees;
Ability to deal courteously and tactfully with the public in enforcing laws or rules;
Ability to use and properly care for firearms;
Good powers of observation;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher and one year of experience in a law enforcement agency or a security force with approved police or peace officer status; OR
- B) Graduation from high school or possession of an equivalency diploma and three years of experience in a law enforcement agency or security force with approved police or peace officer status; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

Promotional Qualifications: One year of permanent competitive status as a Security Officer II in the Security Division of Broome County Public Works.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

- 1) Possession of the appropriate level drivers license.
- 2) Eligibility for a pistol permit.

SPECIAL REQUIREMENTS WITHIN PROBATIONARY PERIOD:

- 1) Must be approved as a Peace Officer by the Broome County Attorney.
- 2) Successful completion of the Municipal Police Training Council's basic course for Peace Officer.

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COMPETITIVE