

SECURITY OFFICER I

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. An employee in this class has responsibility for inspecting county property to detect security hazards, for deterring criminal activity by being visible and observant, and for detecting maintenance problems and equipment failure. Although an employee in this class is a peace officer, the law enforcement authority does not extend beyond county property. The work is performed under direct supervision of a higher level security officer. This position differs from that of the Security Officer II by virtue of the scope of responsibility, independent judgment necessary, and the fact that persons in this position are not involved in the comprehensive investigation of crime or development of security procedures. 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 such as traffic infractions, and those 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 appropriate action;

Participates in crowd control at special County events by directing traffic and answering questions of the public;

May transport money to the bank for individual departments or divisions;

Prepares a variety of written reports of activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the geography of the county including the physical location and layout of 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;

Willingness to work shifts;

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:

(1) Possession of the appropriate level Motor Operator's license, and

SPECIAL REQUIREMENT DURING THE PROBATIONARY PERIOD:

Successful completion of the Municipal Police Training Council's basic course for Peace Officer.

R137

9/8/05

(Revised 3/14/19, 8/29/24)