JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Security Officer (Unarmed)

Job Code: 7100

Salary Grade: S06

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Serves as an unarmed, non-commissioned public servant performing security assignments and enforcing university policy. May also assist with traffic control points, fire prevention measures and parking enforcement. Serves as a Campus Security Authority (CSA) by fulfilling training and reporting obligations related to campus safety protocols.

- Performs patrols of the facility and grounds to identify safety and security problems and acts as a deterrent to theft and vandalism.
- Operates security vehicle or patrols on foot or bicycle in assigned areas.
- Monitors entrance control points and security CCTV cameras.
- Responds to disasters, fire, and emergencies. Provides care and first aid.
- Surveys parking lots, directs traffic and enforces parking and traffic regulations.
- Reports hazardous and suspicious activities to enable corrective action to be initiated.
- Operates public safety communications equipment including, but not limited to, conventional and cellular telephones, two-way portable radios, hand-held computers, and computer workstations.
- Provides information, service, and assistance to the public and/or students, staff and faculty.
- Communicates and interfaces with university police or other emergency service providers in emergencies and for routine support.
- Provides escort service for personnel taking cash and checks for deposit to designated locations.
- Makes building security inspections, checking doors and windows.
- Takes statements and prepares reports on information from individuals regarding crimes, safety violations, or accidents.
- Collects and issues keys and access cards from and to staff.
- Monitors incoming and outgoing deliveries and shipments.
- Assists with special events and activities.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School diploma or GED.

Experience:

Required: None.

Required Certifications or Licenses:

- Valid Oklahoma Driver's License to drive University vehicles on campus or ability to obtain within 30 days of hire date
- CLEET Security Certification or completed Phase 1 and/or Phase 2 to become certified

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to give clear and concise answers to questions and give detailed directions
- Ability to communicate verbally and in writing
- Strong attention to detail in order to detect irregularities and change in environment
- Ability to calmly and professionally handle situations
- Ability to accurately read and understand written materials and instruction
- Basic computer skills
- Ability to work a flexible schedule including nights, weekends, and holidays

Working Conditions

Physical:
Regular exposure to disagreeable conditions, including inclement weather, odors and loud noises. Regular standing or

walking. Occasionally will sit, move, bend, lift above shoulders and carry at least 30 pounds. Constantly using sight to include color, depth perception, and clarity.

Environmental:
Willingness to wear and maintain uniforms. May perform shift work. Constant exposure to extreme weather conditions.

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