

Senior Security Officer (Unarmed)

Job Code: 7245

Salary Grade: S07

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.

Duties and Responsibilities

Provides first-line supervision as an unarmed, noncommissioned public servant in the areas of security, information dissemination and related security/noncriminal law enforcement. Serves as a Campus Security Authority (CSA) by fulfilling training and reporting obligations related to campus safety protocols.

- Provides security/non-criminal law enforcement services, including monitoring CCTV and alarm terminations, dispatching responses to alarms and disturbances and collecting and issuing keys and access cards from and to staff.
- 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.
- Provides security for handling and moving of cash.
- Schedules personnel and maintains coverage and staffing levels.
- Assists in hiring/firing recommendations, job performance, disciplinary actions, evaluations, uniform/equipment inventory and issue, safety-related issues, and time entry issues.
- Prepares or updates departmental policies, procedures and site-specific manuals.
- Provides administration with information and recommendations regarding security operations.
- Serves as after-hours on-call department supervisor, assigning duties on the shift, scheduling for fixed-post positions and special events, and conducting emergency schedule changes.
- Makes building security and safety inspections at opening and closing of buildings.
- Conducts surveys of grounds and parking lots, identifies and reports various types of hazards and hazardous conditions to enable corrective action to be initiated.
- Monitors incoming and outgoing deliveries and shipments.
- Communicates with members of the public and/or students, staff, or faculty of the University to explain regulations and/or enforcement actions taken, or to determine the need for information, service, or assistance.
- Assists in enforcing appropriate university rules, city ordinances, state and federal laws. Responds to complaints or summons a commissioned Police Officer as appropriate.
- Enforces parking regulations and monitors established traffic control points to control pedestrian and vehicular traffic.
- Operates public safety communications equipment including, but not limited to, conventional and cellular telephones, two-way portable radios, hand-held computers, and computer workstations.
- Tracks, records, and maintains an accurate account of all incidents regarding non-criminal and/or minor criminal matters.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School diploma or GED.

Experience:

Required: 6 months of security or public safety experience.

Certifications or Licenses:

- None

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
- Uses established safety practices to protect health and safety of personnel and property
- Ability to work a flexible schedule including nights, weekends, and holidays



Working Conditions

Physical:

Regular standing or sitting. Occasionally move, bend, lift above shoulders and carry at least 30 pounds. Frequently use sight to include color, depth perception, and clarity.

Environmental:

Willingness to wear and maintain uniforms. May perform shift work. Regular exposure to disagreeable conditions, including inclement weather, odors and loud noises

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