

CSC Adopted: October, 2001 CSC Revised: September, 2003

Class Title: Security Officer

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Maintains security by patrolling and greeting visitors to City Hall and other City facilities. Performs administrative duties. Performs other duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|--|
| 1 | M | Greets and checks credentials of visitors entering and exiting City Hall and other municipal buildings, maintains log book, inspects packages and personal property as needed to maintain security. Investigates suspicious circumstances. |
| 2 | L | Monitors electronic security and surveillance equipment (cameras, alarm systems, etc.), makes notations of needed repairs to and maintenance of equipment. |
| 3 | M | Secures the premises and patrols City Hall and other municipal buildings for security violations, reviews and adjusts alarm and security systems. |
| 4 | L | Assists visitors to City Hall and other municipal facilities by responding to questions about City services and offering directions. After office hours responds to incoming telephone calls for citizen assistance. |

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CLASS REQUIREMENTS:

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|--|--|
| Formal Education / Knowledge | Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. |
| Experience | One year security experience. |
| Certifications and Other Requirements | Valid Driver's License, Certification as a Special Police Officer or Conservator of the Peace may be required depending upon area of assignment. |
| Reading | Work requires the ability to read instructions, reports, and general correspondence. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write witness statements, reports, and general correspondence. |
| Managerial | Work requires the occasional direction of security guard force employed by private vendors. |
| Budget Responsibility | Work requires recommending maintenance and upgrading of electronic security systems. |
| Supervisory / Organizational Control | Work requires functioning as a liaison with contracted security forces in other municipal buildings. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers. |

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OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light | X | Medium | Heavy | Very Heavy |
|---|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | F | Crowd control, property surveillance |
| Sitting | F | Desk work, completion of reports, checking security tapes |
| Walking | F | Property surveillance, inspections |
| Lifting | O | Packages, boxes, office equipment, pass gates, barricades, turnstiles |
| Carrying | O | Reports, office equipment, pass gates, barricades, turnstiles, cellular telephone, pager |
| Pushing/Pulling | O | Pass gates, barricades, turnstiles |
| Reaching | O | Packages, boxes, office equipment, pass gates, barricades, turnstiles |
| Handling | O | Packages, boxes, office equipment, pass gates, barricades, turnstiles |
| Fine Dexterity | F | Writing, setting up pass gates, cellular telephone |
| Kneeling | O | Setting up and preparing for property surveillance |
| Crouching | O | Setting up and preparing for property surveillance |
| Crawling | N | |
| Bending | O | Setting up and preparing for property surveillance |
| Twisting | O | Setting up and preparing for property surveillance |
| Climbing | F | Setting up and preparing for property surveillance, ladders |
| Balancing | N | Setting up and preparing for property surveillance, ladders |
| Vision | C | Surveillance, inspections, crowd control, reading, writing, checking security tapes |
| Hearing | C | Surveillance, crowd control, patrons, supervisor, promoters, staff, 2-way radio, meetings |
| Talking | F | Crowd control, patrons, supervisor, promoters, staff, 2-way radio |
| Foot Controls | N | |
| Other (specify) | N | |

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Personal computers, metal detectors and hand wands, walkie-talkie's, radio, security clock, cellular telephone, pager

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | N | Dirt and Dust | M |
| Chemical Hazards | N | Extreme Temperatures | S |
| Electrical Hazards | N | Noise and Vibration | M |
| Fire Hazards | N | Fumes and Odors | M |
| Explosives | N | Wetness/Humidity | S |
| Communicable Diseases | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | M | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | X |
| | |

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|---|---|---|---------------------------------------|-------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|---|---|---|---------------------------------------|-------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | O |
| Emergency Situations | O |
| Frequent Change of Tasks | O |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | R |