

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Part-Time Security Officer - WEP
Department: West End Plaza
Revised : March 2023

Class : Protective Service
FLSA : Non-exempt

This job description supersedes any prior description for the Security Officer classification.

GENERAL DESCRIPTION

Responsible work in maintaining safety and security of the public, staff, and facilities. Supervision is received by a division supervisor and work is evaluated by observation and conferences with employee.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Patrols on foot the buildings and grounds of the department checking for safety hazards, suspicious activity or persons, and vandalism in order to protect and guard the public and the property.

Greets the public and provides directions and information as requested; assures the public that they are welcome and safe; monitors any violations and ensures the public follows security policy.

Secures the building and grounds at closing; checks windows and doors to make sure they are locked and secured; ensures that employees get to their cars safely and the public has departed.

Assists the public in security matters such as allowing them to call home to arrange for transportation and waiting with unsupervised children until a parent can pick them up.

Inspects property and reports any vandalism or anything that could be dangerous to employees and to the public.

Maintains daily logs and records of activities, safety concerns, and incidents; prepares monthly reports for submission to management.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to exercise good judgment in determining how to deal with disruptive behavior.

Ability to respond quickly in emergency situations.

Ability to communicate effectively in handling tense and stressful situations.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to compose written reports and other documentation as required for presentation to management.

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PHYSICAL REQUIREMENTS

Work in this class includes sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work includes both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school, preferably supplemented by college courses in Criminal Justice, and completion of basic law enforcement training; or graduation from high school and one to two years of security or law enforcement experience.

**This job description does not create an employment contract,
implied or otherwise.**