

JOB TITLE	LEVEL	GRADE	JOB. NO.
Security Employee II	E-5	05	341

## DEFINITION

This is routine security work protecting institution property and maintaining the security of institutional buildings and grounds.

Employees in this class are responsible for patrolling a state institution to protect and guard property or persons from fire, theft, trespass or other hazards. Work involves regulating the activities of residents, patrons, and the general public, and includes exercising police powers. An important aspect of the work is the availability of the employee in time of emergencies or unexpected incidents. Duties may require the use of firearms, and an automobile may be used in patrolling. Work is performed in accordance with prescribed rules and procedures. Supervision is received through daily instructions and inspections and review on a periodic and randomized basis.

## EXAMPLES OF WORK PERFORMED

*(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed).*

- ◆ Makes rounds inside or outside of buildings; watches for prowlers, fires, or any other danger of loss or damage to property.
- ◆ Enforces institutional rules of behavior on grounds; reports disturbances or suspicious circumstances which cannot be disposed of immediately.
- ◆ Sees that lights are on or off as required and that doors and gates are properly locked.
- ◆ Assists in securing all money during registration and end of day as directed by supervisor or Business Office.
- ◆ Assists students with problems such as keys locked in car, dead battery, etc.
- ◆ Works ball games, dances, and other extra activities on campus when needed.
- ◆ Makes out daily report covering activities on shift.
- ◆ Monitors traffic and parking on campus, citing those that violate the school traffic or parking facilities.
- ◆ Assists the administration as necessary in processing student/employee transactions after hours.
- ◆ Responds to emergencies to provide assistance to employees, students, and visitors.
- ◆ Completes reports that accurately and thoroughly documents details of accidents, altercations, threats, or other incidents using correct grammar and spelling.
- ◆ Investigates complaints and interviews witnesses.
- ◆ Patrols campus areas and facilities on an irregular basis, making note of possible safety and security violations.
- ◆ Provides excellent customer service.
- ◆ Participates in professional development activities as required to address any deficiencies or weaknesses identified by personnel evaluations within the institutional effectiveness process.

- ◆ Assists with monthly inspection of buildings, fire extinguishers, and safety
- ◆ Monitors weather; monitors traffic and parking on campus, citing those that violate the school traffic or parking facilities.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs other duties as assigned.
- ◆

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- ◆ Knowledge of the civil rights of the public, employees, and students.
- ◆ Knowledge of security operations and procedures.
- ◆ Ability to understand and follow oral and written instructions.
- ◆ Ability to manage multiple tasks.
- ◆ Ability to remain alert at all times and to act quickly in emergencies.
- ◆ Ability to develop skill in the use and care of firearms.
- ◆ Ability to deal firmly but tactfully with the general public.
- ◆ Ability to develop skill in the operation of oral communications equipment.
- ◆ Ability to drive school buses and other vehicles.
- ◆ Ability to write clear and concise reports.
- ◆ Ability to recognize contraband.
- ◆ Ability to read and interpret maps and/or city directories.
- ◆ Demonstrate sound judgment in everyday, emergency, and crisis situations based on personal observations, evidence and/or reports.
- ◆ Ability to handle student groups and take charge of such groups to retain control when faculty or administrators fail to appear for school functions.
- ◆ Ability to take control of groups in school buildings when the College is threatened by natural disaster such as inclement weather and to provide leadership until relieved by supervisor.
- ◆ Ability to take control of a situation where lives are threatened and provide leadership calling in outside help if necessary until relieved by supervisor.
- ◆ Ability to walk for extended periods of time both indoors and out under varying work and climatic conditions.
- ◆ Ability to walk up and down stairs and climb up and down ladders.
- ◆ Physical ability and alertness in apprehending prowlers and others.
- ◆ Good physical condition and strength; ability to lift 50 pounds from the ground; ability to lift arms above the head.