



NEW: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	OFFICER SECURITY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8752
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES
Performs a variety of security activities including enforcing state statutes, protection of property, apprehension and prosecution of offenders, regulation of non-criminal conduct, and enforcement of traffic and parking regulations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates the services of the District Security Monitors and bus compound contract security personnel
Provides after-hours liaison with local police departments, fire departments and other emergency service agencies
Assists with ongoing training program provided for security personnel
Prepares and completes accurate and thorough reports of crimes, vehicular accidents, and other incidents as necessary
Monitors District properties
Ensures that all electronic patrol-documenting devices are being used properly
Monitors the work activities of unsupervised custodial personnel
Performs weekend, holiday and cold weather building checks
Compiles Kentucky Uniform Reports
Maintains confidentiality of records and information according to established procedures
Performs all other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Possess State of Kentucky Special Law Enforcement commission
Three (3) years of successful experience in area of security
Ability to communicate both in written and verbal form
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Working knowledge of school system policies and procedures
Experience in a diverse workplace