



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	INVESTIGATOR SECURITY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8748
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES
Monitors security operations in assigned schools. Plans, organizes and conducts investigations of cases involving District students, staff, and property. Provides special security at locations where a unique event has occurred or has the potential to occur.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Evaluates and determines security needs of students, staff, and facilities during periods of elevated threats and assists in producing security plans for District facilities and develop solutions for physical and internal security situations
Acts as liaison with Law Enforcement and other emergency service agencies and the schools
Establishes and maintains a working relationship with police districts and the community around specific school sites
Responds to calls for assistance, investigates, maintains legal chain of evidence and prepares case files on crimes committed against the District, its staff, students and visitors while at school or on property owned, used or leased by the District
Prepares Kentucky Uniform Reports and compiles, analyzes, and presents statistical information as requested
Investigates staff misconduct as requested by the administration
Provides individual security services as directed by the administration
Maintains current knowledge of the Kentucky Revised Statutes and crime trends as well as current technological trends in security
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 medium weights. The work requires exposure to marked changes in temperatures and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High school diploma or G.E.D.
Current commission as a Special Law Enforcement Officer or equivalent
Three (3) years of experience in security investigations
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree with emphasis in criminal justice
Training in advanced police investigative techniques including fingerprinting and photography
Experience in a diverse workplace