



REVISED:
07/01/2012

JOB TITLE:	SECURITY OFFICER
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 hour 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

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 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

