

SECURITY OFFICER I

NATURE AND VARIETY OF WORK

This is entry-level security work designed to provide and maintain security at assigned security checkpoints primarily in the County Courthouses and other County facilities and providing assistance and security to County employees and the visiting public. An employee in this class is considered the first line of security and provides public service and assistance to the visiting public on a frequent and recurring basis, which required the employee to deal with irate visitors and confrontational situations. An employee in this class is primarily responsible for monitoring/operating mechanized tools/machines including x-ray machine, walk-through metal detector, hand-held metal detector and various computer systems. Responsibilities include conducting security checks outside and inside the buildings, securing doors, windows and access areas, patrolling the outside perimeter and parking areas and enforcing parking regulations. Work is performed under close supervision of a sworn officer in accordance with departmental policies and procedures. An employee in this class is required to attend 40 hours of classroom training and a minimum of 60 hours of on the job field training in security operations.

Upon the satisfactory completion of a probationary period, incumbents will be non-competitively promoted to the full performance level of the Security Officer class series in accordance with Personnel Procedure 241.

EXAMPLES OF WORK

Assists in maintaining and providing security at security checkpoints in County facilities by operating and monitoring security equipment including walk-through and hand-held metal detectors.

Assists in directing and controlling the flow of incoming visitors to security checkpoints and instructing visitors to place handbags, briefcases and packages to be scanned by x-ray machines.

Assists in monitoring/operating various surveillance equipment including x-ray machine, walk through metal detector, hand-held metal detector as a means of scanning visitors for weapons and other contrabands in conformance with established procedures.

Assists in directing and controlling evacuations caused by fire alarms, bomb threats, Weapons of Mass Destruction incidents or any other manner of emergency that may occur during their tour of duty.

Confiscates weapons and other contrabands and detains individuals possessing unauthorized weapons and contrabands and notifies appropriate personnel.

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Assists in conducting security checks inside County buildings, securing doors, windows and access areas.

Patrols the outside perimeter and parking areas to enforce Prince George's county parking regulations by issuing parking citations.

Answers inquiries over the telephone or in person and/or refers inquiries to appropriate personnel.

Maintains logs and records of unusual incidents and prepares related reports.

Testifies in court in cases involving violations of County security regulations, Parking Violations, or other related incidents.

May use a computer terminal and/or other information processing devices in the performance of duties.

Attends required classroom and on the job field training.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

Assists in maintaining manual and computerized filing systems by adding, retrieving and purging data.

Willing and cooperatively performs tasks and duties which may not be specifically listed on the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to understand and follow complex written and oral instructions.

Ability to learn and apply security policies, procedures and basic County laws, ordinances and regulations as they relate to assigned duties.

Ability to learn and operate various surveillance equipment including x-ray machine, walk through metal detector, hand-held metal detector.

Ability to act quickly, calmly and effectively in stressful and confrontational situations including emergencies.

Ability to deal courteously and effectively with other.

Good observational skills and the ability to detect and respond to threats in accordance with established policies and procedures.

Ability to communicate both orally and in writing.

Ability to prepare routine reports and maintain records and files.

Ability to provide testimony in court.

Ability to work alone at various locations and endure physical demands necessary to patrol County buildings and outside perimeter in all kinds of weather.

MINIMUM QUALIFICATIONS

High school diploma/G.E.D with at least six (6) months of general work experience, or an equivalent combination of education, training or experience.

CONDITIONS OF EMPLOYMENT

1. Applicants must pass a background investigation.
2. Good physical condition.

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