

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 1996**

**SENIOR SECURITY OFFICER**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 10 – C**

**GENERAL STATEMENT OF JOB**

Employees in this category perform safety and security activities within the jurisdiction of FSCJ and exercise independent judgment. Duties may include supervising activities of subordinates. Employees must be able to perform tasks under stress and in emergency situations.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Investigate reports of disturbances, suspicious circumstances, or accidents and complaints.

Recognize and take action in problem areas such as traffic control, area safety, evacuation procedures and security discrepancies.

Renders emergency first-aid to injured or ill persons; appraises emergency situations and makes decisions accordingly.

Respond to disruptive activities in a professional manner.

Provide comprehensive guidance and suggestions regarding security related matters to faculty, staff, students and others; provides information and assistance to faculty, staff and students.

Instruct subordinate officers on functions and procedures; assign shifts and posts to subordinates; make periodic inspections.

Issue parking citations within a designated area.

Write incident and accident reports using the security incident report writing software system and may approve reports of subordinates.

Initiate and direct activities involving special assignments.

Perform special assignments and other related duties as required.

**SUPERVISION RECEIVED**

Supervision is received from the Campus Security Officer in Charge.

**SUPERVISION EXERCISED**

Employee may act in lead capacity.

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### **MINIMUM QUALIFICATIONS**

Requires a high school diploma or high school equivalency supplemented by two (2) years of full-time experience in related law enforcement or security enforcement. Must provide evidence of a valid Florida driver's license and first aid/CPR certification upon employment. Such certifications and licensure must be maintained and current throughout employment. Successful completion of an FDLE Basic Law Enforcement certificate program may be substituted for the full-time related experience.

Evidence of eligibility for admission to the FSCJ Security Officer Training Program will be required at the time of employment offer.

### **REQUIRED TRAINING**

Employment with FSCJ is contingent upon successful completion of the approved FSCJ Security Officer Training Program within the new position orientation period.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as traversing over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) item and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, logs, etc. Requires the ability to prepare logs, records, etc., using prescribed formats. Requires the ability to speak to groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with co-workers, subordinates, staff and students.

**Numerical Aptitude:** Requires the ability to add and subtract; multiply and divide; and to calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

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**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using law enforcement equipment and first aid supplies.

**Manual Dexterity:** Requires the ability to handle a variety of items such as law enforcement and first aid equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

**Environmental Requirements:** Tasks may require exposure to extreme heat/cold or extreme weather conditions and/or exposure to strong odors and/or smoke and/or strong and/or toxic chemicals and/or dust or pollen.

Revised 1/05