

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

ARMED SECURITY OFFICER

FLSA STATUS: NON-EXEMPT – PAY GRADE: 9-C*

**JOB FAMILY: CAMPUS SECURITY & PUBLIC SAFETY
JOB FUNCTION: WORKFORCE SERVICES**

GENERAL STATEMENT OF JOB

The Armed Security Officer provides safety and protection for the employees, students and property of Florida State College at Jacksonville. Employees in this class monitor campus activity, intrusion, fire alarms and patrol the campus. Employees must be able to perform tasks under stress and in emergency situations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Patrol campus including parking areas; lock and unlock doors; monitor and direct parking and traffic as needed; monitor student athletic events.

Investigate activated alarms; activate and deactivate fire and intrusion alarms.

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

Write incident reports using the security incident report writing software system.

Locate students and employees, as needed.

Respond to disruptive activities in a professional manner.

Render emergency first aid to injured or ill persons.

Issue parking decals to students, employees and visitors.

Enforce parking regulations and issue parking citations when applicable.

Assist in evacuation of campus facilities during an emergency as required.

Provide safety escorts for students and employees upon request.

Inventory security equipment; maintain daily work log.

Provide briefing to other security employees and assist law enforcement as needed.

Act as crowd manager for events in College facilities, as assigned.

Perform special assignments and other related duties, as required.

Attend College offered or other training as required.

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Remain on campus during emergencies as required.

OFFICERS SELECTED FOR ARMED SECURITY

A valid class D and G License must be maintained while employed as an armed Security Officer. Attendance at all training the College deems necessary is mandatory as a condition of serving in the capacity of an armed officer.

Armed officers must adhere to College and Departmental policies and procedures governing the use of firearms and non-lethal weapons issued.

Must pass a rigorous background investigation including fingerprint background screening, motor vehicle record check and drug screening. Officers may be required to submit to random drug screening throughout their tenure as an armed officer.

SUPERVISION RECEIVED

Supervision is received from the Campus Security Officer in Charge or designee.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency, supplemented by three (3) years of experience as a state certified Law Enforcement Officer, state certified Corrections Officer, or three (3) years of experience in any branch of the United States Military.

Must provide evidence of a valid Florida driver's license and first aid/CPR certification upon employment. Must possess a valid Class D and G Security Officer License issued by the Florida Department of Agriculture and Consumer Services, or must be willing to obtain such upon appointment. Such certifications and licensure must be maintained and current throughout employment.

PREFERRED QUALIFICATIONS

Police certification and/or military law enforcement credentials, in conjunction with the Class D and G License.

REQUIRED TRAINING

Continued employment with FSCJ is contingent upon successful completion of the annual security officer refresher training and maintenance of position requirements. Required training also includes successful completion of annual firearms proficiency training as mandated by state statute.

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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) items; and the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safety 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 receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence (e.g., reports, statements, computer programs, logs, etc.). Requires the ability to prepare logs, records, reports and other documents, 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 and students.

Numerical Aptitude: Requires the ability to add and subtract, multiply and divide.

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

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

Manual Dexterity: Requires the ability to handle a variety of items such as law enforcement 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 possess good interpersonal public relations skills, enabling positive interactions with others. Must be adaptable to perform 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

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conditions and/or exposure to strong odors and/or smoke and/or strong and/or toxic chemicals.

Effective: 10/17

***Starting pay for this 9-C paygrade position will be \$29,270**