

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

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 armed security, safety, and protection for students, employees, visitors, facilities, and property of Florida State College at Jacksonville. This position monitors campus activity, responds to emergencies, and performs security functions in routine and high- stress situations. The Armed Security Officer may be required to work various shifts including day, afternoon, and evening hours as the College dictates and may be designated as “Essential Personnel” in times of emergency.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Conducts proactive foot, vehicle, and surveillance patrols of campus buildings, grounds, parking areas, and events to maintain a safe and secure environment for students, employees, visitors, and property.

Monitors, investigates, and responds to alarms, emergency calls, suspicious activities, disturbances, accidents, complaints, and other security-related incidents.

Controls facility access by locking and unlocking buildings, monitoring entrances, and maintaining security of campus facilities and assets.

Prepares accurate incident, accident, lost-and-found, and activity reports and maintains required logs and documentation using designated security reporting systems.

Enforces campus policies, parking regulations, and traffic control measures, including issuing citations, permits, and parking decals as authorized.

Provides customer service and assistance to students, employees, and visitors by answering questions, locating students and employees, providing escorts, and supporting campus activities.

Responds to medical emergencies and other critical incidents by administering first aid/CPR/AED assistance and coordinating with emergency responders.

Supports emergency preparedness efforts by assisting with evacuations, crowd management, active threat response, and continuity of operations during emergencies.

Inspects, monitors, and maintains security, safety, communications, alarm, and emergency equipment; reports deficiencies and coordinates corrective actions.

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Collaborates with law enforcement, fire/rescue agencies, and other stakeholders; attends required training and maintains all certifications and licenses required for armed security duties.

Ensures appropriate qualifications for Armed Security Officer to ensure a safe and secure environment for students, faculty, staff, and visitors.

Performs other related duties, as required.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency (GED), and 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. Five years (5) of experience as a state certified firearms instructor and/or certified law enforcement firearms instructor in addition to other specialized firearms training certifications (e.g. State of Florida, Class K, Firearms Instructor license, certified armorer, etc.), may be substituted for military or law enforcement experience.

Valid Florida driver's license and First Aid/AED/CPR certifications 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.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Moderate dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard. Physical demands involve physical effort, such as standing and walking, and require sufficient strength to accomplish assigned duties including some moderate/heavy lifting, carrying, pushing, and pulling up to 51 to 100/100 lbs. Moderate to challenging physical exertion in pursuit and restraint of individuals; long hours and physical strain. Operates electronic communications devices, firearms, restraining devices, and related law enforcement equipment.

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

Effective: 10/17

Revised: 9/1/26