

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

SECURITY OFFICER

FLSA STATUS: NON-EXEMPT – PAY GRADE: 8 – C

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

GENERAL STATEMENT OF JOB

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

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Patrols campus including parking areas; locks and unlocks doors; monitors and directs parking and traffic as needed; monitors student athletic events.

Investigates activated alarms; activates and deactivates fire and intrusion alarms.

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

Writes incident and accident reports using the security incident report writing software system.

Locates students and employees, as needed.

Responds to disruptive activities in a professional manner.

Renders emergency first aid to injured or ill persons.

Issues parking citations within a designated area.

Delivers bank deposit to bank.

Inventories security equipment; maintains daily work log.

Provides briefing to other security employees and assists law enforcement as needed.

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

Performs special assignments and other related duties, as required.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

None

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MINIMUM QUALIFICATIONS

High school diploma or high school equivalency supplemented by one (1) year 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 one (1) year of full-time related experience.

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

Continued employment with FSCJ is contingent upon successful completion of annual security officer refresher training and maintenance of position requirements as well as maintaining a valid Florida driver's license and first aid/CPR certification to be current throughout employment.

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, 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 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.

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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 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.

Revised: 1/05; 6/08; 7/13; 4/10/23