



JOB DESCRIPTION

JOB TITLE: Security Officer

JOB CODE: 3210

DEPARTMENT: Constables

FLSA STATUS: Non-Exempt

REPORTS TO: Constable

SUMMARY OF JOB PURPOSE

Maintains a safe environment in the Law Enforcement Building.

ESSENTIAL FUNCTIONS

1. Searches persons entering the Law Enforcement Building; provides security for the building; makes occasional arrests, as warranted.
2. Monitors building security system and operates an x-ray machine.
3. Provides information to the public regarding questions of various County services and where the offices are located that perform these services.
4. Studies federal security regulations and restrictions relative to County operations.
5. Complies with security manual outlining and establishing measures and procedures for granting County personnel or visitors entry into restricted areas.
6. Coordinates activities of personnel in revising or updating security measures due to new or revised regulations.
7. Requests deviations from restrictive regulations that interfere with normal operations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and one (1) year's previous experience in law enforcement or other closely related field.

Must be proficient with a handgun and is subject to Sheriff's Department Qualification Standards; must be proficient at defensive tactics.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before the public or employees of the County.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess, or be eligible to receive, a Nevada P.O.S.T. Certificate for either Category I or II. "Eligible to receive" means that he/she possesses the requirements and must only have to challenge the Nevada Law section of the criteria.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office/front desk environment where the physical demands require sitting and/or standing for extended periods of time.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

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