

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV47621
Job Class Code:	660	Salary Schedule:	AREG
EEO Category:	04	Grade:	13
Workers Comp Code:	7720		

Job Code Established:	09/29/69	Effective Date:	
Job Code Revised:	08/14/00	Effective Date:	

JOB CODE SERIES: Security Series

JOB CODE TITLE: SECURITY OFFICER I

HRIS TITLE: SECURITY OFFICER I

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for security work of average difficulty involving patrolling the grounds and buildings of a state institution or other facility; protects a state institution from fire, theft, or disturbance; and performs related work as required.

EXAMPLES OF DUTIES: Makes rounds of buildings and grounds at regular intervals; guards against trespass or damage to property; maintains order around visitors and residents; restores order when required; gives information to visitors and directs parking of automobiles; assists in the detection and apprehension of trespassers, thieves and other violators and aids in the search for escaped patients; makes inspection of buildings for fire hazards; checks for abandoned, unregistered or illegally parked cars; checks gauges and trouble lights and makes appropriate minor adjustments; calls appropriate person if further adjustments are required; may carry sidearms; may drive vehicles such as patrol car or ambulance; may make arrests as provided by A.R.S. and issue traffic tickets.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: basic security procedures, and fire inspection methods.

Skill/Ability to: perform security duties of average difficulty; deal with the public; follow oral and written instructions and make reports; drive a car and ambulance.

Experience and Education: Typical ways to obtain the KSAs would be:

- Two years of police or security related work.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS:

Successful completion of Law Enforcement Training Course is prerequisite to permanent employment in some positions. A medical/physical evaluation is required prior to appointment.