

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV47623
Job Class Code:	660	Salary Schedule:	AREG
EEO Category:	04	Grade:	17
Workers Comp Code:	7720		

Job Code Established:	09/29/69	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Security Series

JOB CODE TITLE: SECURITY OFFICER III

HRIS TITLE: SECURITY OFFICER III

CHARACTERISTICS OF THE CLASS: Under direction performs work of average difficulty in the supervision through shift supervisors of units of security officers engaged in police protection and fire inspection services; may serve as the security chief in his absence; and performs related work as required.

EXAMPLES OF DUTIES: Assigns, directs and evaluates the work of shift supervisors and other security related personnel in a security operation of broad scope; may act in behalf of the security chief in his absence; controls traffic and enforces parking regulations; investigates losses or damage to property; assumes any duties necessary to protect the lives and property of residents and employees; interprets instructions, policies and regulations to men under his supervision; makes major investigations of criminal violators; makes arrests for violations; trains employees; may make periodic tours of inspection of buildings and premises and report conditions constituting hazards; plans, organizes and supervises fire protection at the institution; inspects or supervises the inspection of buildings and grounds for fire hazards and recommends corrective action; plans and organizes fire drills; supervises the investigation of loss or damage to property as a result of fire; may make arrests as provided by A.R.S. and issue traffic tickets.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: security procedures and fire hazard inspection; modern police investigation techniques; first aid methods.

Skill/Ability to: Supervise; deal effectively with the public; make comprehensive reports of investigations; write procedures or directives of a technical nature.

SPECIAL SELECTION FACTORS: One year experience in the supervision of security offices. Successful completion of Law Enforcement Training Course is prerequisite to permanent employment in some positions.