

POSITION DESCRIPTION

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| Position Title: Security Officer | Number: 0013.FO | FTE: .50 |
| Classification: Classified, non-exempt | Report To: VP of Finance & Operations | Date: 07/22 |

General Description and Purpose

Responsible for enforcing all policies and procedures that are applicable to the security of the students, employees, and facilities of Pratt Community College. Assists the Vice President of Finance & Operations and other PCC officials with investigation as required.

Primary Functions/Responsibilities

1. Responsible for security within and without the PCC complex while on duty.
2. Lock physical facilities each night.
3. Maintains, updates, and retain necessary files relating to security.
4. Assist students, employees, and visitors on the campus with auto troubles by contacting for service when needed.
5. Provide parking lot supervision for large events.
6. Provide security at PCC athletic events, fine arts events, graduation, or special events.
7. Maintain up-to-date knowledge in security procedures and laws regarding the security function at the community college level by reading security publications and attending seminars.
8. Complete security logs each day and incident reports as needed.

Coordination and Accountability Tasks

Advise Vice President of Finance and Operations of security needs and laws regarding security enforcement at the community college level.

Supervises the Following Staff

None

Required Knowledge, Skills, Abilities, and other Characteristics

1. Ability to work in an environment that requires variable hours.
2. Ability to defuse emotional situations.
3. Willingness to stand up to and face down potential violent situations.
4. Knowledge of law enforcement procedures as they relate to apprehending and holding individuals suspected of violations.
5. Knowledge of fundamental investigation techniques.
6. Be fair, honest, deliberate, and equitable.

Experience

1. Minimum of two years experience as a law enforcement officer preferred.
2. Two years experience as a security officer with a campus security program preferred.
3. Two years security experience preferred.

Education

1. High school diploma or its equivalent preferred, Associate's degree in related field preferred.
2. K.L.E.T.C. qualified (or equivalent) preferred.

Certifications and/or Licensure

Work Conditions/Environment

Position requires providing security to students, employees and visitors on campus. Potential violent situations may occur.

Other

Position requires evening and weekend work. Other variable hours may be required.

Acknowledgement of Receipt and Agreement

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

Employee Name (Printed)

Date

Employee Signature