OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE:	CODE:
Security Officer 1	46111C
MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from building maintenance superintendent, police chief, highway maintenance superintendent or other administrative superior, maintains security of grounds &/or buildings (e.g., makes rounds, monitors people, equipment &/or buildings), reports, documents, routes &/or provides information (e.g., reports equipment malfunctions & safety hazards, makes recommendations regarding safety violation corrections or corrections of conditions, provides information to &/or summons authorities &/or contract security agencies in emergencies, provides direction to employees or public, logs messages, routes inquiries, observes & reports weather conditions) by radio, telephone, written report or in person & performs various miscellaneous tasks (e.g., custodial, general maintenance work); PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	54-64	Maintains security of grounds &/or buildings by conducting rounds &/or making security & safety inspections (e.g., checks for fires, damaged or stolen property, building hazards such as water leaks, proper equipment operation & possible safety violations of same), secures (e.g., checks, locks) doors, windows &/or gates, monitors (e.g., screens) persons entering & leaving premises &/or monitors electronic detection equipment for intrusions or discrepancies if applicable.	Knowledge of (1) agency security practices & procedures*; ability to (2) deal with variety of variables in somewhat unfamiliar context, (3) recognize unusual conditions or security problems, (4) work in isolation.
2	20-30	Reports, documents, routes &/or provides information (e.g., reports equipment malfunctions & safety hazards; makes recommendations regarding safety violation corrections or corrections of conditions; provides information to &/or summons authorities &/or contract security agencies when appropriate; provides direction to employees or public; logs messages; routes inquiries to appropriate parties; observes & reports weather conditions; completes security activity related reports or logs) by radio, telephone, written report or in person.	Knowledge of 1*; skill in (5) equipment operation (e.g., electronic detection equipment; short-wave radio)*; ability to 2, 3, 4, (6) read, copy & record figures accurately, (7) answer inquiries from public.
3	11-21	Performs various miscellaneous tasks (e.g., moves & parks vehicles; cleans & fuels equipment; hauls trash; replaces lightbulbs; removes ice & snow; washes & waxes floors; moves furniture; repairs broken windows; mows lawns).	Ability to (8) carry out instructions in written, oral or picutre form (9) demonstrate agility.

(335)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May be required to work rotating shifts.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary; or equivalent. In addition to preceding, if position requires operation of motorized vehicle for any reason, must have Valid Driver's License. Also, if assigned responsibility for rendering first aid & C.P.R., applicant must have completed one training course in each.

FORM ADM-4134

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