OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1981

CLASS TITLE:	CODE:
Security Officer 2	46112C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from security supervisor, police sergeant, or other administrative superior, checks & reports on safety & security conditions of grounds &/or buildings (e.g., makes rounds, monitors people, equipment & buildings), secures buildings &/or equipment &/or investigates crimes complaints or accidents, plus may perform any of following as assigned: assists in apprehensions or apprehends violators or clients; assists law enforcement officers & firefighters during emergencies &/or enforces motor vehicle regulations;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	59-79	Maintains security of grounds &/or buildings by conducting security & safety inspections or rounds for unusual or abnormal conditions or occurrences (e.g., checks for fires or fire hazards, damaged or stolen property, building hazards such as water leaks, evidence of breaking or entering, equipment damage or malfunction), secures buildings, equipment (e.g., protective devices), doors, windows &/or gates, monitors intrusions detection equipment if applicable, screens & checks persons entering & leaving premises (e.g., requests identification cards) &/or investigates crimes, complaints or accidents, plus performs any of following as assigned: assists in apprehension of or apprehends rule violators or AWOL residents; assists law enforcement officers & firemen during emergencies (e.g., operates fire-fighting equipment; administers first-aid, assists in evacuation procedures) &/or enforces motor vehicle regulations (e.g., directs traffic, issues parking citations, refuses inappropriate vehicle entry).	Knowledge of (1) agency security practices & procedures*, (2) public relations, (3) agency parking & traffic regulations*; skill in (4) security equipment operation (e.g., short-wave radio, first-aid, fire-fighting)*; ability to (5) deal with variety of variables in somewhat unfamiliar context, (6) recognize unusual conditions or security problems, (7) work in isolation, (8) demonstrate agility.
2	17-27	Reports, documents, routes &/or provides information (e.g., makes recommendations for corrections of safety violations; reports equipment malfunctions; completes reports or logs related to security activities; provides direction to employees &/or public; maintains records & files of fingerprints of personnel; provides information to &/or summons authorities &/or	Knowledge of 1*, 2, 3*; skill in 4*; ability to 5, 6, 7, (9) maintain accurate records.

(336)

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 calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in public relations (or 1 mo. exp.); 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 responsi-

CLASSIFICATION SPECIFICATION
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CLASS TITLE: Security Officer 2

CODE: 46112 C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		contract security agencies when appropriate) by radio, telephone, written report or in person.	
3	4-14	Performs miscellaneous tasks (e.g., retrieves & delivers cash deposits to bank; transports clients or residents; appears in court; assists in processing of identification cards; assists with patients admissions; fingerprints applicants prior to employment; makes ambulance runs).	Knowledge of 1*, 2; ability to 5, 7, 8.

(337)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
bility for rendering first aid & C.P.R., applicant must have completed one training course in each.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Security Officer 2

CODE: 46112 C