OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Security Officer 3	46113C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from security supervisor, building maintenance superintendent or other administrative superior, acts as lead worker (e.g., trains, provides work direction) over lower-level security officers on assigned shift, patrols grounds & buildings to assure safety & security, conducts investigations, reports & receives reports of unusual conditions & safety hazards, performs related security & safety functions (e.g., regulates traffic & parking, screens personnel entering & leaving premises), prepares, maintains, &/or oversees preparation & maintenance of various security related documentation & performs other tasks as assigned (e.g., assists in emergency situations; performs public relations duties);

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (338)	41-61	Acts as lead worker (e.g., trains, provides work direction) over lower-level security officers on assigned shift & is ultimately responsible for all security activities on assigned shift.	Knowledge of (1) direct supervision*, (2) functional supervision*, (3) agency security practices & procedures, (4) agency parking & traffic regulations, (5) public relations; ability to (6) deal with problems involving several variables in familiar context, (7) recognize unusual conditions or security problems & take appropriate action, (8) establish friendly atmosphere as supervisor of work unit, (9) demonstrate agility.
2 123:1-7-17	11-31	Patrols buildings &/or grounds to assure safety & security of property, buildings & equipment areas (e.g., checks for fires, damage, loss, theft, equipment malfunctions, evidence of breaking &, entering, water leaks, secures protective devices, locks & unlocks doors when required), reports & receives reports from subordinates, when applicable, regarding safety violations & any other unusual conditions & conducts &/or assists in conducting of investigations (e.g., contraband incidents; youth/staff incidents; crimes; complaints; injuries; accidents) as assigned.	Knowledge of 3, 4, 5; ability to 7, 9.

*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: 100 hrs. training in security practices & procedures (or 1 mo. exp.); 100 hrs. training in parking & traffic regulations (or 1 mo. exp.); 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 responsibility for rendering first aid

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	14-24	Performs related security & safety functions (e.g., screens & checks personnel entering & leaving premises; monitors instruction or detection equipment when applicable; assists in controlling residents in youth services facilities; coordinates AWOL search procedures; regulates traffic & parking & issues citations; registers motor vehicles; maintenance communication with law enforcement agencies; searches apprehended persons; assures safe delivery of securities &/or cash; ensures security vehicles are maintained) & handles &/or assists in emergency situations until contact with or in cooperation with approrpiate authorities (e.g., administers first aid; assists in apprehensions of escapees) & in performing public relations duties (e.g., conducts tours; provides direction to visitors).	Knowledge of 3, 4, 5; ability to 6, 7, 9.
4 (339)	4-14	Performs various record-keeping duties (e.g., assists in processing of identification cards; prepares &/or assists in preparing daily assignment reports or shift vehicles; maintains fire, safety, patrol, security equipment &/or visitor logs; inventories security equipment; requisitions supplies; assists in timekeeping; maintains identification files; prepares work assignment logs or rosters; prepares correspondence regarding security activities; maintains records of motor vehicle registrations.	Knowledge of 3, 4, 5; ability to 6, (10) maintain accurate records.

123: 1-7-17

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UNUSUAL WORKING CONDITIONS:

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

TRAINING & DEVELOPMENT:

CLASS TITLE: Security Officer 3

CODE: 46113C

FORM ADM-4134