



CLASSIFICATION SPECIFICATION

CLASS NUMBER 20111

SECURITY OFFICER

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

Duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Security Officer may not perform all of the duties listed. However, it is mandatory that the first (I) duty be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Security Officer position is to perform safety and security functions for the County Department of Job and Family Services. This duty involves ensuring the safety of the agency building, patrolling the parking lot and other pertinent areas. In addition, the Security Officer writes and files incident and other reports or forms in order to document security related incidents.

Duties

Frequency 50% +/- 15%

- I. Performs safety and security functions for the entire agency, ensuring the physical safety of clients, employees and visitors, to include administering C.P.R. and first aid.

Frequency 5% +/- 1%

- II. Writes and files incident and other reports or forms to document security-related incidents.

Frequency 10% +/- 5%

- III. Assists clients in answering questions and assists clients with special needs, while performing security and safety duties .

Frequency 35% +/- 10%

- IV. Performs miscellaneous maintenance tasks as needed (e.g., building maintenance; office equipment repair; janitorial functions).



**ADDITIONAL DUTIES FOR THE
JOB CLASSIFICATION OF
SECURITY OFFICER**

NOTE: The following additional duty includes a function that may be performed by some but not the majority of individuals in the classification.

- I. Makes photo identification cards



**KSA'S FOR THE
JOB CLASSIFICATION OF
SECURITY OFFICER**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Local, State and Federal laws, rules and regulations; Safety and security practices and procedures (e.g., use of pepper mace and baton, the detainment of violent individuals); C.P.R.; First Aide; Emergency situations requiring intervention; Operation of radio equipment.	Oral communication; Performing physical labor; Manual dexterity; Interpreting laws, rules and regulations.	Maintain constant attention to ensure actions do not create dangerous situations for others; Exert heavy physical effort; Interact with hostile or angry individuals; Run; Defend oneself and others against physical attack; Recognize unusual or threatening situations; Take emergency actions; Perform C.P.R.; Perform First Aide; Use protective equipment such as pepper mace and batons for safety purposes; Diffuse volatile situations; Back up other Security Officers who need assistance with difficult cases; Operate radio equipment.
II	Report writing and procedures concerning security-related instances (e.g., Incident Reports); Word processing functions; Federal, State and Local laws, rules and regulations; English grammar and composition; OSHA forms; Typing principles.	Typing; Writing; Word processing; Organization; Reading comprehension.	Complete security/safety/OSHA reports; Reading comprehension; Compile information on accidents and information; Document accidents, injuries and other situations; Filing practices.
III	General practices and procedures of Agency.	Oral communication.	Answer routine questions/inquiries; Assist and direct clients.
IV	Cleaning and janitorial functions; Repair of office items; Operation of small machines.	Performing physical labor; Maintaining and repairing office equipment.	Exert light to moderate physical effort; Operate cleaning equipment; Operate small machines.



Minimum Qualifications

- Ability to read, write and speak common English vocabulary. In addition, must have successfully completed one training course in C.P.R. and one training course in first aid.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent is responsible for ensuring the physical safety of the employees of the county departments of job and family services as well as the safety of any clients and visitors. The incumbent must be sure that his/her actions do not exacerbate already dangerous situations. The incumbent must monitor situations to ensure that they do not escalate into potentially harmful situations for employees or clients. The incumbent provides First Aid or C.P.R. to any individuals who are injured or ill. Serious errors could result in injuries to clients or employees as well as the possibility of death. Additionally, the incumbent is exposed to potentially dangerous situations such as violent or armed clients. In addition, the incumbent occasionally physically handles clients, and may be exposed to bodily fluids and possibly potentially contagious diseases. In addition, the individual is armed with a baton and pepper mace in order to protect him or herself and others from violent individuals.