



Job Classification Description

SECURITY OFFICER I VSCSF

**Grade 7
Non-Exempt**

BASIC FUNCTION

To protect people and property on a college campus, and to assist in the handling of various emergency situations, under the direct supervision of senior security personnel.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- * Patrol campus buildings and grounds to prevent or deal with any incidents of theft, vandalism, fire or fire hazards, disorderly conduct, violation of college traffic, safety, security, or other regulations, and so forth. Check ID's of visitors. Assist in escorting individuals off campus as appropriate. Ensure that buildings are locked and unlocked as appropriate. Check physical plant at night.
- * Assist in responding to complaints/calls related to possible criminal activity, and in investigating incident and/or apprehending involved individuals as appropriate, under the supervision of senior staff members.
- * Assist in investigating complaints made by faculty, staff or students on campus.
- * Assist in investigating traffic accidents on campus.
- * Assist in responding to calls involving medical emergencies. Administer first aid and/or call for additional assistance as needed.
- * Report any security incidents and unusual or hazardous conditions on campus to appropriate officials.
- * Call for and assist local fire and rescue personnel as needed.
- * Assist area police with investigations on campus.
- * Provide security services such as parking and traffic direction, crowd control, and the like, for special events.
- * Provide special transportation and/or escort services as needed.
- * Issue keys to buildings and rooms, and assist students, faculty, staff, and visitors with problems with keys, locks, doors, cars, etc.
- * Give visitors directions and general campus information.
- * Assist in overseeing the activities of student workers.
- * Prepare all required paperwork on security activities.
- * Perform related duties as assigned.

Security Officer I, continued

SUPERVISION RECEIVED

Direct to moderate supervision is received from the Director of Security or other senior staff member.

MINIMUM QUALIFICATIONS

High school education plus one to two years of relevant work experience, with some directly related security or law enforcement training or experience desirable, or a combination of education and experience from which comparable knowledge and skills are acquired.

- * General familiarity with relevant laws and regulations desirable.
- * Some knowledge of fire prevention and firefighting methods desirable.
- * Some first aid training and knowledge of CPR desirable.
- * Valid Vermont driver's license.
- * Ability to deal effectively with a wide range of individuals, in some instances under stressful, dangerous and/or emergency conditions.
- * Ability to handle emergency situations calmly and efficiently.
- * Demonstrated integrity.
- * Physical ability to perform all job duties.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.