

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DISTRICT SECURITY OFFICER

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Experience in a law enforcement related field preferred.
- Valid Florida Drivers License and valid Florida Class D License.

KNOWLEDGE, SKILLS, ABILITIES

- Strong oral and written communication skills and investigative skills, as well as the ability to work effectively with all employees and visitors.
- Knowledge of technology as related to specific job functions.

SUPERVISION

REPORTS TO Ombudsman/Professional Standards Investigator
SUPERVISES No supervisory duties

POSITION GOAL

Proficient and knowledgeable regarding the process of fingerprinting and to maintain constant surveillance of ESC building and grounds to prevent disruptions, protect property, and assure the safety of employees and visitors.

PERFORMANCE RESPONSIBILITIES

1. * Fingerprint employees and non-employees pursuant to applicable statutes, policies, guidelines or rules.
2. * Retrieve, prepare, process and/or distribute criminal history information to the appropriate Professional Standards personnel for review while maintaining security and confidentiality of all criminal history information.
3. * Monitor district campus during School Board meetings and expulsion hearings as assigned.
4. * Ensure compliance by employees and visitors with SCPS safety and security policies.
5. * Exhibit good judgment and initiative in emergency situations, providing appropriate assistance, summoning additional assistance, and notifying the appropriate management and authorities of the nature of the emergency and current status.
6. * Assist and/or provide coverage for other District office security personnel and/or receptionist during contractual rest periods, or meal breaks by controlling access to and monitoring main entrance, building and campus activity.
7. * Interact with and assist visitors and employees in a professional, courteous manner and escort visitors within the facility when appropriate.
8. * Monitor and maintain the closed-circuit television system and the card access system.
9. * Issue and maintain control of building keys and employee access cards.
10. * Recommend and assist schools with procurement and repair of two-way radios.
11. * Maintain and facilitate repairs and assure proper operation of all fingerprinting software and hardware.
12. Perform other duties assigned by the Ombudsman/Professional Standards Investigator or Coordinator, School Security

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

WORKING CONDITIONS

Indoors / Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

K-03 \$30,340 - \$53,877
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40
Annual Hours 2064

POSITION CODES

PeopleSoft Position TBA
Personnel Category 18
EEO-5 Line 52
Function Vary
Job Code 2010
Survey Code 79023

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 26, 2007
July 16, 2001

ADA Information Provided by John Reichert
Position Description Prepared by John Reichert