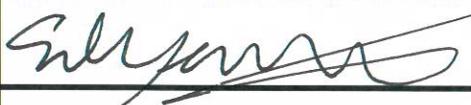


POSITION DESCRIPTION		AGENCY/DEPT ID DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE DAS/Security Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20076582	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree												
	USUAL WORKING TITLE OF POSITION Security Officer 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization												
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 03 Page 1 of 1											
	NORMAL WORKING HOURS (Explain unusual or rotating shift): Hours shifts/report in location may vary – on call 24 hours/day, 7 days/week														
JOB DESCRIPTION AND WORKER CHARACTERISTICS															
<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">80</td> <td style="vertical-align: top;"> Patrols building & grounds to assure safety & security by walking in & around buildings & utilizing state vehicles to travel from one location to another as shift/assignment require: checks & secures buildings using hand-held, electronic Guard Tour Pipe* (PIPE); locks & unlocks doors; reports safety hazards & other unusual conditions; investigates & documents safety & security violations; maintains daily log of all activity & alarms that occur during the shift; checks personnel/visitors entering & leaving premises on detection equipment &/or by log &/or by checking identification; conducts searches of packages &/or persons; utilizes x-ray machine & pass-through metal detector; uses professional & courteous customer services techniques in all personal & telephone contacts with public; assists in maintenance of peace & order in/around assigned area; completes necessary reports; uses personal computer & associated hardware/software (e.g., uses Outlook for e-mail, studies computer-based training programs, writes shift & incident reports); may use Closed Circuit TV* (CCTV) & electronic intrusion devices to monitor buildings as required by shift & assignment; performs related security & safety functions (e.g., administers First Aid*, CPR*, &/or uses Automated External Defibrillator* (AED) in response to medical emergencies); maintains current knowledge of location & operation of life safety equipment in buildings (e.g., fire alarms, PA system, gas & water shutoff valves); in emergencies, activates fire alarms, shuts off gas & water, uses PA system to alert tenants, assists with evacuations; & performs any other duties required to ensure building occupants' safety. </td> <td style="vertical-align: top;"> Knowledge of (1) safety practices & procedures; (2) First Aid* & CPR* (3) public relations; (4) courteous telephone etiquette & customer service. 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JOB CODE 46111	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 												
			DATE 3/2/15												

Aprd 3.2.15 (cc)