

**TOWN OF GILBERT  
CLASS SPECIFICATION  
Security Officer**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Court Services	A13	Non-Exempt

**CLASS SUMMARY:**

This is a stand-alone classification in the Court Services series. Incumbents are responsible for ensuring the safety and security of court facilities including: screening incoming patrons; responding to emergencies; monitoring security and surveillance systems for functionality and operability; opening and closing facilities; completing incident reports; and, executing emergency awareness procedures.

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

**PERCENT OF  
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.

Daily  
100%

Exhibits a service orientation toward internal and external customers and maintains productive working relationships.

Daily  
100%

Assesses security needs and controls employee and visitor access to buildings and property and ensures only authorized entry. Greets and screens citizens for weapons or unauthorized items and provides basic directions. Operates security scanning equipment.

Daily  
60%

Responds to security situations and alarms, assesses situations and provides and enforces resolutions through verbal warnings and communication. Dispatches Police personnel when appropriate.

Daily  
10%

Visually patrols the municipal buildings, grounds and parking lots to observe unusual behavior, objects and activities to prevent or detect threats or vandalism. In preparing for staff and visitors, opens and inspects facility spaces ensuring the security and usability of the location. Inspects areas and equipment for safety purposes and addresses concerns as required. Provides security escorts as needed. Ensures that facility spaces are secure and have been vacated at close of business day.

Daily  
10%

Monitors and operates security surveillance equipment and records activities at varied locations from a central station. Operates two-way communications system in order to remain in constant radio contact with other security personnel.

Daily  
10%

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Documents information on unusual incidents; establishes, creates, updates and maintains manual and automated filing systems and controls access to confidential information. Prepares or completes various forms, reports, correspondence, logs, or other documents. Records and reports deficiencies such as safety hazards or accidents.	Daily 10%
Performs other duties of a similar nature and level as assigned.	As Required

**TRAINING AND EXPERIENCE:**

High School Diploma or GED and one year of law enforcement or corrections experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

- Valid Arizona driver’s license
- Valid CPR/First Aid certification
- May be required to obtain and maintain certification by the Police Department in the use of non-lethal security equipment.

**KNOWLEDGE OF:**

- Utilizing a computer and relevant software applications;
- Security and safety procedures;
- Emergency awareness and preparedness;
- Screening, surveillance, and communication equipment;
- Modern office equipment.

**SKILL IN:**

- Providing customer service;
- Resolving conflict and mitigating hostile situations;
- Observing and assessing surroundings for unusual situations;
- Dealing with uncertainty and adverse situations;
- Exercising appropriate judgment and discretion;
- Preparing event documentation;
- Preparing reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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**ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises and environmental conditions such as disruptive people, imminent danger, or threatening environment.

**WORKING TITLES WITHIN CLASS SPECIFICATION:**

Security Officer - A13

**NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)  
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)  
Date: (05/13)*