

City of San José
CLASS SPECIFICATION

Title: Security Officer FT/PT (2431/2432)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-exempt

CLASS SUMMARY

Under general supervision, performs security work of moderate difficulty in maintaining a safe environment for the use of public buildings. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class in the General Security series and differs from other classes in the Security family in that its major function is confined to City buildings and immediate area rather than an airport, park, parking lot or other broad access area.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND one (1) year of experience in security, safety, or law enforcement.

Required Licensing (such as driver's license, certifications, etc.)

Possession of a valid State of California Driver's license.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies or Knowledge, Skills, and Abilities

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- Basic legal procedures as they relate to the enforcement of laws and ordinances.

Ability to:

- Learn City laws and regulations affecting the area patrolled and to apply this knowledge to specific enforcement problems.
- Prepare records and present reports of investigations in court.
- Deal tactfully and courteously with the public, and maintain harmonious working relationships with fellow employees and law enforcement personnel.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Safety and security measures necessary to the facility assigned.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:

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- Patrols City property, watching for signs of prowlers, vandalism, damage to property or needed repairs; reports necessary repairs or suspicious circumstances which cannot be taken care of personally.
- Checks to see that building security is maintained and that building is secured.
- Handles disturbance problems, enforces safety regulations, provides information on security measures, enforcement activities and emergency procedures.
- May assist in recovery of materials, loss prevention, investigation of illegal acts committed.
- May request emergency police, fire, or ambulance services if needed.

CLASSIFICATION HISTORY *Created 05/80, Rev. 02/85, Rev. 06/17; s001*