

Arkansas Department of Career Education
SECURITY OFFICER Job Vacancy Announcement

Recruitment Period: October 26, 2016 through November 8, 2016

Position Number: 22081540 Class Code: T087C Grade: C106

Entry Level Salary: \$18,855.00

The Arkansas Career Training Institute (ACTI) is recruiting for a/an SECURITY OFFICER position. The Security Officer is responsible for providing security of buildings, grounds, and parking areas. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Security Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached SECURITY OFFICER Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., November 8, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

Arkansas Department of Career Education
SECURITY OFFICER Functional Job Description

Position Number: 22081540 Class Code: T087C Grade: C106

Position Summary

The Security Officer is responsible for providing security of buildings, grounds, and parking areas. This position is governed by state and federal laws and agency/institution policy.

Education and Professional Work Experience

The formal education equivalent of a high school diploma; plus one year of work experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Job Duties and Responsibilities

Patrols grounds and parking areas, observing for violators, safety hazards, and unauthorized persons. May issue parking tickets and take other corrective actions for minor violations, and coordinates with local law enforcement agencies for the more serious violations. Inspects buildings for fire and safety hazards, break-ins, and unsecured doors and windows and takes corrective action as needed. Transports institution residents to and from campus, subdues unruly residents, escorts to designated area, and accompanies staff to and from parking lots, as requested. Operates agency switchboard during holidays and non-working hours, receives and route calls, directs visitors, and maintains telephone and security logs. Monitors security and fire panel for security and fire detection, assists with checking the alarm systems and emergency power supply, and inspects and maintains fire extinguishers. Conducts investigation of incidents and writes investigative reports. Performs other duties as assigned.

Arkansas Department of Career Education
SECURITY OFFICER Functional Job Description

Position Number: 22081540 Class Code: T087C Grade: C106

Job Duties and Responsibilities continued

Patrol assigned areas in and around campus to detect and prevent crimes, enforce traffic laws, recognize parking violations, issue traffic citations, and identify safety hazards and violators. Perform security checks of campus buildings. Conduct investigations of crimes, accidents, and reports incidents committed on campus. Direct traffic during periods of high density to facilitate smooth flow. Subdue violators, write incident reports, and testify in court as required. Respond to alarms, calls for assistance, check for locked or unlocked buildings and offices, as necessary, and assist stranded motorists and others in need of assistance. Monitor security and fire panel for security and fire detection, assist with checking the alarm systems and emergency power supply, and inspect and maintain fire extinguishers. Monitor and authorize entrance and departure of employees, visitors, and other persons to maintain security of premises. Respond to problem situations and conduct interventions. Investigate allegations of wrongdoings, report on said wrongdoings. Deal with individuals in a respectful manner and assist others as needed. Man the security booth at various intervals. Conduct reasonable suspicion and breathalyzer tests. Test/calibrate breathalyzer machines as needed. Write daily reports of activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences. Assist with maintaining fire extinguishers. Perform periodic safety drills. Perform inspections of various safety devices, ensuring that equipment is in proper working order. Re-Fuel and conduct monthly inspections on State vehicles. Inspect buildings for fire and safety hazards, break-ins, and unsecured doors and windows and take corrective action as needed. Print ID badges for staff and clients. Monitor gatherings of staff/students to maintain orderly assembly. Monitor cafeteria during operating hours. Interact with students on a personal and group basis including internship, interventions, training and teaching orientation. Transport residents to and from campus, operate wheelchair lift. Direct or escort [staff, students, contractors, visitors] to designated areas. Receive and route calls, take messages as needed. Maintain accurate telephone, vehicle, visitor and security logs and other logs as required. Receive and conduct training. Gather, record, and disseminate all files necessary to (for example but not limited to): issue parking permits; take cash for student accounts and Talon/Eagles Nest deposits; take State Vehicle reservations. Complete supplemental reports. Confiscate and/or return property. Research money lost in vending machines. Diagnose Maintenance issues for reporting to Boiler Room. Complete work orders for property damage such as plumbing issues, broken doors, electrical issues, etc. Monitor local weather conditions. Perform other duties as assigned.