

**CITY OF SALEM
SECURITY OFFICER**

**00037
20037**

NATURE OF WORK

This is responsible work in security and enforcement of parking ordinances within City facilities.

Work involves responsibility for patrolling an assigned area for the purpose of safeguarding persons, vehicles, buildings, and grounds against injury, theft, fire, vandalism, or any other cause by observing suspicious persons, things or events and reporting them immediately to the City Security Supervisor or City Police. Performs light maintenance and custodial duties as required. While on patrol, observes vehicles parked in violation of City ordinances, issues parking tickets. Responsibilities include courtesy functions such as directing out-of-town visitors and assisting citizens with general information. Employee works under the general supervision of a Parking and Security supervisor. This is not a supervisory classification, but incumbents in this classification may assist in orientating new personnel to procedures and techniques used in the work.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Patrols the Main Library and parking lot, City Hall, Council Chambers and Parking Facilities, Pringle Parking Structure, and adjacent Mill Race Complex, Liberty Square Parkade, Chemeketa Parkade, Marion Parkade and other assigned City facilities. Guards persons, vehicles, buildings, and grounds against any injury, theft, fire vandalism or other cause by observing suspicious persons, things or events. Reports suspicious activity immediately to the City Security Supervisor or City Police.

Performs light maintenance functions, such as sweeping, trash pickup and spreading de-icer, etc.

Reports and logs all safety, security, and maintenance problems that have occurred during patrol shift.

Assures that lights are on or off as required and that doors and gates throughout area of responsibility are properly locked or unlocked as directed.

Testifies in Court when required.

Gives directions and answers other inquiries from out-of-town visitors and citizens.

Observes vehicles in violation of parking regulations; and issues tickets or warnings for violations.

Directs traffic within City facilities during high use peak periods.

Performs related work as required.

WORK QUALIFICATIONS

Experience as a store detective, security officer, merchant patrol or related field of work; graduation from high school or possession of GED certificate; or a combination of education or training which provides the following knowledge, skills and abilities;

Some knowledge of major streets and features within the City of Salem is desirable.

Knowledge of the Civic Center, Library and all other City Parking Facilities or the ability to acquire such knowledge in a short training period.

Considerable ability to analyze security or parking situations quickly, objectively and to determine a proper course of action to be taken.

Considerable ability to deal effectively and courteously with the general public in situations that are frequently adverse and confrontive.

Considerable ability to enforce security and parking regulations firmly, courteously, tactfully and with respect for the rights of others.

Ability to read, write and speak effectively.

Ability to work without close supervision.

Physical ability to traverse for long hours on concrete surfaces alone both indoors and outside in all types of weather conditions. Work involves gaining the cooperation of others who may be intoxicated or upset to minimize security risks. Work is performed in a uniform in an outdoor urban setting.

Possession of a valid Oregon Class C driver's license and the ability to meet City driving standards.

Bi-lingual language skills are desirable.

Must be able to pass a thorough criminal background check equivalent to that associated with obtaining a BPSST Private Security Certification including successful completion of the required examination within 60 days of appointment. Failure to obtain certification within 60 days of appointment or maintain certification in good standing will result in termination from employment.

Personnel Director

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