

Market Range Detail - Security Officer

Effective Date

April 1, 2005

Market Range Title Description

POSITION OVERVIEW

Under general supervision, the Security Officer performs security and screening services, emergency services, operational functions, and limited administrative duties related to functions critical to maintaining the security and safety of assigned facilities and personnel, as well as all clients and the general public.

DISTINGUISHING CHARACTERISTICS

This position is the first in a three-part Security Officer series that includes Security Officer Supervisor and Security Officer Manager. Incumbents in this classification do not have supervisory responsibilities.

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Operates metal detectors and x-ray screening machines to detect concealed weapons and hazardous objects.
- Inspects identification badges to control employee bypass entrances and prevent unauthorized access to restricted areas.
- Monitors closed-circuit TV and various fire and security alarm systems.
- Utilizes radios, phones, pagers and various electronic devices.
- Performs walking and mobile patrols of a designated area.
- Provides first responder first aid, CPR, and AED in medical emergencies.
- Writes and prepare incidents reports.
- Implements emergency procedures when appropriate or as directed.
- Carries and uses AZ POST standards firearms, chemical agents, restraints, batons and other non-lethal defensive weapons when necessary.
- Serves independently at a remote or satellite location with little or no direct supervision.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$13.52	\$16.31	\$19.10

Likely Minimum Qualifications

- HS Diploma or GED certificate and one (1) year of security, law enforcement, public safety or customer-intensive public service experience.
- Obtain certification as Basic Life Safety, and CPR/AED provider within six months of employment or appointment. Obtain certification in defensive weapons tactics within six (6) months of employment or appointment. Position may require valid Arizona driver's license.

Working Titles

- Security Officer

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.