

Security Officer – University Police Department
\$11.00 per hour
Part-time

Applications will be accepted until filled, in the Office of Human Resources, Womack 209.

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 institution policy.

TYPICAL FUNCTIONS:

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.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of buildings and grounds and public safety requirements. Ability to patrol building and grounds, investigate accidents, and enforce public safety regulations. Ability to inspect buildings and grounds and detect fire safety hazards. Ability to communicate in oral and in written form. Ability to restrain or subdue unruly persons.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a high school diploma.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Arkansas Division of Higher Education.

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.

Note: The applicant selected for this position will be required to submit to a background screening, including criminal background check, substance abuse testing, and motor vehicle records search.

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