

CARBON COUNTY

PART-TIME SECURITY OFFICER

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB:

Safeguard and provides security for all individuals, but not limited to citizens, court personnel, inmates, attorneys, and any other visitors to county property. Officer will assist visitors with general information and directions.

ESSENTIAL FUNCTIONS OF JOB:

1. Responsibility to make sure all **FIREARMS and other weapons** are locked in the gun lockers at the door.
2. Must record all confiscated weapons and contraband.
3. Directs and assists citizens and county employees.
4. Assists in evacuations in case of an emergency.
5. Must be able to perform duties at the Courthouse, 76 Susquehanna Street the Courthouse Annex and 525 Iron Street.
6. Must be physically fit in order to perform duties and assignments as a part-time security officer.
7. Must be able to successfully complete Use of Force/Defensive Tactics Training instructed by the sheriff's office training instructors.
8. Must be able to complete less than lethal weapons training instructed by the sheriff's office training instructors.
9. Must be familiar with evacuation and security plans for all buildings assigned. Officer must be able to scan individuals entering the county buildings.
 - a. Must be able to operate and detect items using the walkthrough and hand-held magnetometer.
 - b. Must be able to operate and detect items in the x-ray machine.
 - c. Must notify other offices of any deliveries.
10. Must be responsible for following the County and Sheriff's Office Policies.
11. Must be able to stay beyond scheduled shifts as needed.
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OTHER DUTIES OF JOB:

1. Attends meetings, seminars and in-service training as required.
2. Performs other job-related duties as required.

SUPERVISION RECEIVED:

Supervision is received from the chain of command from the Sheriff's Office.

SUPERVISION GIVEN:

None.

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WORKING CONDITIONS:

1. Works indoors in adequate work space, lighting, ventilation and temperatures.
2. Works with average exposure to stress, but subject to frequent disruptions and noise.
3. Normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts of disruptive behavior of clients or consumers.
5. Periodically works beyond normal work hours as needed.

PHYSICAL/MENTAL CONDITIONS:

1. Must be able to stand and monitor individuals for long periods of time, with occasional sitting, twisting, bending, kneeling, stooping, and reaching necessary in order to carry out job duties.
2. Must be able to scan, direct and guide individuals, sometimes, in large numbers.
3. Light work with occasional lifting/carrying of objects with a maximum weight of twenty (20) pounds.
4. Requires very coordinated dexterity of fingers/hands; arms/legs; torso necessary to carry out job duties.
5. Must demonstrate emotional stability.
6. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
7. Must be able to move frequently throughout the workday.

QUALIFICATIONS**A. EDUCATION/TRAINING:**

High school diploma or equivalent; Military or law enforcement training preferred.

B. WORK EXPERIENCE:

None required; prior experience in Military or law enforcement training preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language and follow oral and written instructions.
2. Must possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with general public, co-workers and others.
3. Must possess ability to maintain confidentiality in regard to client information and any other sheriff's office assignments that may be sensitive in nature.
4. Must possess ability to overcome and control aggressive individuals.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Continued):

5. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
6. Must possess a valid PA License to Carry Firearms permit.
7. Must possess ability to safely control a crowd of people.
8. Must possess general knowledge of law enforcement principles, practices, methods and procedures.
9. Must be able to pass the Defensive Tactics course of training.
10. Must be able to qualify with less than lethal weapons.
11. Must pass a law enforcement background check completed by the sheriff's office.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF PART-TIME SECURITY OFFICER AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

Revised March 1, 2021