

## Job Description

**Job Title:** Security Guard

**Job Code:** 905130

**Job Family:** Public Safety

**Pay Grade:** 13.12

**FLSA:** Non-exempt

**EEO:** Para-professional

**Department/Agency:** Countywide

**Position Number(s):** Multiple

**Recommended Position Title(s):**

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- Patrols and monitors facilities to prevent fire, theft, vandalism, and unauthorized intruders; identifies potential safety hazards and security threats; notifies proper authority of any potential threats or risk exposure; responds to all emergency and medical codes/calls.
- Provides assistance to patrons and staff; challenges suspicious individuals in a professional manner; controls situations without injury to patrons, staff, and others; utilizes verbal intervention skills, exercises judgment, and avoids physical force.
- Maintains records and prepares incident reports and other documents pertinent to security responsibilities and position responsibilities; monitors alarm panels, conducts checks of facilities alarms, conducts and evaluates fire drills and other disaster drills as outlined in policy/procedure manuals.

**Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

**Minimum Job Requirements:**

None

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

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### **Preferred Job Requirements:**

High school diploma or its equivalent and previous security officer or related experience.

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Excessive standing and/or waking: 80%

Exposure to extreme temperatures.

Exposure to heights.

On call/stand-by work required

Shift work

Uniform required.