City of Chesapeake	Class Title: Security Officer II

Job Class Code: 7071	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 4

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform responsible work providing security for City facilities and grounds. The class is responsible for physical security of facilities, employees, and public, security systems, minor maintenance, assisting less experienced workers, and logs or records. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS
• Assists and/or trains less experienced workers and may schedule and assign tasks as directed.
• Performs regular rounds of City facilities and grounds to ensure security and inspect for hazards.
• Controls entry to City facilities and controlled areas at designated times.
• Performs telephone watch to receive notice of hazards or problems and notifies appropriate authorities.
• Turns off or otherwise secures facility electrical or other systems as directed.
• Performs minor facility maintenance and maintains logs and records as required.
• May perform office tasks, such as typing, filing, faxing, phoning, and copying.
• Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Copies, transcribes, enters, or posts data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical and manual tasks requiring a wide range of procedures and requiring significant understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in security, law enforcement, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	May be required to be certified by the Department of Criminal Justice Services (DCJS), depending on assignment.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 3/11/2019