



# Security Officer

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
SECURITY OFFICER I	6230	A11	\$32,332 - \$47,355
SECURITY OFFICER II	6232	A13	\$35,439 - \$52,388
SECURITY OFFICER III	6234	A15	\$38,976 - \$58,045
SECURITY OFFICER IV	6236	A17	\$42,976 - \$64,469

## GENERAL DESCRIPTION

Performs security enforcement work involving patrolling and safeguarding buildings, grounds, and work areas; receiving visitors; directing traffic; and issuing tickets for parking violations.

## EXAMPLES OF WORK PERFORMED

Patrols state buildings, grounds, and work areas; watches for unauthorized persons, fires, and unusual occurrences; and reports emergencies upon discovery.

Monitors and authorizes entrance and departure of employees, visitors, and other persons to maintain security of premises.

Ensures that lights are on or off as required and that doors and windows are locked.

Identifies and reports persons/suspects in cases of unauthorized entry into state buildings, grounds, and work areas; malicious mischief; or other violations.

Directs the flow of traffic and parking of vehicles.

Issues tickets for parking violations.

Responds to alarms and investigates disturbances.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels. Factors that may distinguish between levels include the scope of responsibility and the number of buildings within an assigned area of responsibility.*

**SECURITY OFFICER I:** Performs entry-level to routine (journey-level) security enforcement work. Work is performed under close to moderate supervision, with limited latitude for the use of

initiative and independent judgment. Employees at this level may perform a variety of simple to routine work assignments following standard procedures and may often rely on direction from others to solve problems that are not standard.

**SECURITY OFFICER II:** Performs complex (journey-level) security enforcement work. Work is performed under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Monitor and/or patrol state buildings, grounds, and work areas; watch for unauthorized persons, fires, and unusual occurrences; and report emergencies upon discovery.
- Identify, report, confront, and/or apprehend or detain persons/suspects in cases of unauthorized entry into state buildings, grounds, and work areas; malicious mischief; or other violations.
- Assist motorists with breakdowns or emergencies.

**SECURITY OFFICER III:** Performs highly complex (senior-level) security enforcement work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Apprehend or detain persons/suspects in cases of unauthorized entry into buildings, grounds, and work areas; malicious mischief; or other violations.
- Evaluate and make recommendations for changes to security regulations.
- Explain traffic and parking regulations.
- Make special arrangements for handling unusual parking problems.

**SECURITY OFFICER IV:** Performs advanced (senior-level) security enforcement work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Monitor the operation of security card/access badge stations and processing desks; card image collection and printing; and electronic issue logs for employees, contractors, and visitors.
- Monitor video surveillance systems, intrusion detection systems, access control systems, and programming of such systems.
- Perform sensitive system management of personnel files directly associated with access control and video surveillance systems, including retrieval and preservation of evidentiary materials.
- Accompany court justices and personnel to other locations to hold court and provide security.
- Explain court proceedings, policies, and rules.
- Attend court proceedings and prepare courtroom.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in law enforcement or security work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **For all levels**

- Knowledge of traffic and parking regulations and emergency reporting procedures.
- Skill in monitoring and assessing situations and determining an appropriate response.
- Ability to enforce security rules and regulations, to react quickly and calmly in emergency situations, and to communicate effectively.

### **Additional for Security Officer II level**

- Skill in the use of monitoring, surveillance, and detection equipment.

### **Additional for Security Officer III level**

- Knowledge of court policies and procedures and applicable state laws.
- Skill in the use of emergency law enforcement equipment.
- Ability to conduct investigations and prepare reports.

### **Additional for Security Officer IV level**

- Ability to serve as a lead worker providing direction to others.

## **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Texas peace officer by the Texas Commission on Law Enforcement.