



# Security Officer I

Salary Group: A07  
Class Code: 6229

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
SECURITY OFFICER I	6229	A07	\$21,681 - \$31,677
SECURITY OFFICER II	6230	A09	\$23,781 - \$34,859
SECURITY OFFICER III	6232	A11	\$26,332 - \$41,355
SECURITY OFFICER IV	6234	A13	\$29,439 - \$46,388

## GENERAL DESCRIPTION

Performs entry-level security enforcement work. Work involves patrolling grounds; receiving visitors; inspecting and safeguarding buildings, properties, and equipment; directing traffic; and issuing tickets for parking violations. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

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

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

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

Assists in monitoring and authorizing entrance and departures of employees, visitors, and other persons to maintain security of premises.

May confront and/or apprehend persons/suspects in cases of unauthorized entry into state buildings and work areas, malicious mischief, or other violations.

May direct the flow of traffic and parking of vehicles.

May issue tickets for parking violations.

May assist in responding to alarms and investigating disturbances.

Performs related work as assigned.

## **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**

Knowledge of traffic and parking regulations and of 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.

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

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