



# Security Officer

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
SECURITY OFFICER I	6229	A08	\$25,705 - \$36,229
SECURITY OFFICER II	6230	A10	\$27,910 - \$39,571
SECURITY OFFICER III	6232	A12	\$30,840 - \$46,798
SECURITY OFFICER IV	6234	A14	\$34,144 - \$52,134
SECURITY OFFICER V	6236	A16	\$37,918 - \$58,130

## 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.

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

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

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 V 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 security enforcement work. Work is performed under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine work following standard procedures.

**SECURITY OFFICER II:** Performs routine (journey-level) security enforcement work. Work is performed under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may fully perform a variety of routine daily tasks but may often rely on direction from others to solve problems that are not standard. Employees at this level may:

- Direct the flow of traffic and parking of vehicles.
- Issue tickets for parking violations.
- Respond to alarms and investigate disturbances.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to maintain security of premises.

**SECURITY OFFICER III:** 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 persons/suspects in cases of unauthorized entry into state buildings, grounds, and work areas, malicious mischief, or other violations.
- Issue tickets for traffic and parking violations.
- Respond to alarms, investigate disturbances, and assist motorists.

**SECURITY OFFICER IV:** 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:

- Monitor and authorize entrance and departure of employees, visitors, and other persons to maintain security of premises.
- Apprehend 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 V:** 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 III level

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

#### Additional for Security Officer IV 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 V 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.