



Security Officer IV

Salary Group: A13

Class Code: 6234

<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
SECURITY OFFICER V	6236	A15	\$32,976 - \$52,045

GENERAL DESCRIPTION

Performs highly complex (senior-level) security enforcement work. Work involves monitoring and/or patrolling grounds; receiving visitors; inspecting and safeguarding state and court buildings, properties, and equipment; directing traffic; and issuing tickets for traffic and parking violations. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Monitors and authorizes entrance and departures of employees, visitors, and other persons to maintain security of state or court premises.

Responds to alarms and investigates disturbances.

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

Apprehends suspects in cases of unauthorized entry into state buildings, court premises, and work areas; malicious mischief; or other violations.

Directs the flow of traffic and parking of vehicles.

Evaluates and makes recommendations for changes to security regulations.

Explains traffic and parking regulations.

Issues tickets for traffic and parking violations.

Makes special arrangements for handling unusual parking problems.

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.

May monitor video surveillance systems, intrusion detection systems, access control systems, and programming of such systems.

May perform sensitive system management of personnel files directly associated with access control and video surveillance systems, including retrieval and preservation of evidentiary materials.

May accompany court justices and personnel to other locations to hold court and provide security.

May explain court proceedings, policies, and rules.

May attend court proceedings and prepare courtroom.

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, emergency reporting procedures, court policies and procedures, and general and criminal state laws.

Skill in monitoring and assessing situations; determining appropriate response; the use of surveillance, monitoring, and detection equipment; and using emergency law enforcement equipment.

Ability to enforce security rules and regulations, to conduct investigations, to prepare reports, 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.