



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 666.1

Job Title: **SECURITY OFFICER**

Pay Grade: 8

### **GENERAL SUMMARY:**

Provides general security services for grounds and buildings and ensures a safe environment.

### **RESPONSIBILITIES:**

- Monitors incoming and outgoing traffic (public, employees, deliveries), making security checks as appropriate.
- Operates electronic circuit monitors.
- Opens and secures building facilities.
- Maintains a visible presence and performs preventive security work.
- Provides simple information to patrons, delivery services, employees, etc.
- Monitors building and grounds to ensure a secure environment and reports problems to the Police Department.
- Provides relief services or other duties as required.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required.

#### **EXPERIENCE:**

Six months of experience in law enforcement or the security field are required.

#### **COMPLEXITY:**

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED :**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Security Officer

Security Officer Investigator

*Effective: October 1990*

*Revised: July 2013*