



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 666.2

Job Title: **SECURITY OFFICER INVESTIGATOR**

Pay Grade: 14

### **GENERAL SUMMARY:**

Conducts security inspections of City and/or departmental property and facilities. Reports incidents and assists in investigations and evaluations of theft or damage to City and/or departmental property and facilities.

### **RESPONSIBILITIES:**

- Provides security policies and procedures to visitors, vendors, contractors, and employees.
- Conducts criminal background checks on all visitors, vendors, and contractors needing access to a critical infrastructure site.
- Gathers and submits evidence for security incidents, and violations of policies and procedures; signs complaints and reports as a witness.
- Acts as a witness in Civil Service Commission hearing or court if required.
- Under close supervision, coordinates departmental security activities with management and other law enforcement agencies.
- Issues Code Enforcement citations, such as illegal water connections as needed.
- Conducts security vulnerability assessments of City and/or departmental property and facilities.
- Reports accidents, injuries, and safety violations.
- Performs other related duties when requested.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED.

**License:** Requires a valid Texas Driver's License and compliance with the City of Houston's policy on driving.

#### **EXPERIENCE:**

Two years of experience in law enforcement or the security field are required.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activities requiring moderate tact and cooperation.

#### **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 information exchange and/or simple service activity requiring moderate tact and cooperation.

### **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*