

City of Dallas
Classification Specification

Title:	Security Officer	Class Code:	48020
Application:	Career Series	Pay Grade:	E
Supplemental/Code:	Protective Services Worker/7	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose:

Provides security at various buildings and properties owned by the City of Dallas to prevent crime and protect occupants.

Essential Functions:

1. Patrols inside and outside of buildings and other city properties (by walking or driving a vehicle) to ensure enforcement of city ordinance, state laws, and regulations.
2. Inspects, secures and unlocks City owned properties to regulate access and protect city facilities/properties against theft or destruction.
3. Makes arrests of violators for misdemeanor or felonies committed in officer's presence, detains and/or transports offenders to jail in order to protect persons and property.
4. Summons appropriate personnel in the event of an emergency.
5. Renders basic first-aid in the event of injury while on city property.
6. Issues traffic and non-traffic citations to violators in order to enforce city ordinances, codes or laws.
7. Maintains accurate records of patrol activities, documenting incidents occurring on city property.
8. Monitors and answers alarms for building safety.
9. Responds to telephone calls and walk-in inquires pertaining to lost property or gives general information to individuals using city facilities.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Ability to use fire arms properly.

Ability to interact with a multi-ethnic population and workforce.

Basic knowledge of the laws and regulations of the State of Texas.

Ability to stand and walk for extended periods of time.

Ability to read and write.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Must have a State of Texas Class "C" Driver's license.

Working Conditions and Hazards:

Works indoors and outdoors and is exposed to inclement weather and extremes of temperature.

May work on shifts in the evening and on weekends. Subject to hazards inherent in security work up to and including gunfire and gang violence.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.