

JOB DESCRIPTION

JOB TITLE: Security Screeners
STATUS: Part Time/Non-union

DEPARTMENT: Sheriff's Office
DEPARTMENT #: 151

GENERAL SUMMARY: This classification ensures the safety and security of the buildings and general public.

SUPERVISION RECEIVED AND EXERCISED: Receives instruction and supervision from the Lawrence County Sheriff in regard to daily work duties.

ESSENTIAL JOB FUNCTIONS:

- Monitors building to ensure safety and security of employees and public.
- Screens employees and public for weapons and contraband at entry points of designated buildings.
- Operates x-ray machines to scan packages, purses, briefcases and other such items.
- Operates walk-through and handheld metal detectors to ensure no weapons/contraband enter designated County buildings.
- Identifies and reports all potential safety problems on County property.
- Responds promptly to any security, fire or emergency alarms and assists building contacts with security during such events.
- Summons and assists emergency services when necessary; files incident reports.
- Ensures appropriate doors are locked and secured in the work area.
- Directs building visitors to appropriate buildings, departments and/or individuals.
- Maintains required logs, reports and forms.
- Interacts with all County offices, departments, public agencies, and the general public.
- Warns persons of rule infractions or violations.
- Processes packages, i.e., UPS, US Postal, FedEx, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to speak and understand the English language and to follow oral and written instructions.
- Must possess the ability to maintain confidentiality in regard to client information and records.
- Must possess personal integrity and honesty.
- Must possess the ability to work effectively with associates.
- Must possess a high degree of alertness and the ability to detect problems or potential problems.
- Must possess the knowledge and ability to operate security equipment.
- Must possess the ability to maintain order and security effectively.
- Must possess the ability to react quickly and calmly in an emergency.
- Must possess the ability to enforce rules and regulate with firmness.
- Must possess some knowledge and understanding of individual and group behavior and attitude of individuals under duress.

KNOWLEDGE, SKILLS AND ABILITIES (cont'd):

- Ability to deal with the public in a professional manner.
- Ability to get along with other employees.
- Skilled in establishing priorities.
- Ability to work with persons of diverse backgrounds.

PHYSICAL AND MENTAL REQUIREMENTS

- Must be able to stand for long periods throughout the workday with intermittent periods of sitting and walking; occasional twisting, bending, reaching, pushing, and pulling to carry out job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out job duties.
- Sedentary work, with occasional lifting/carrying of objects with a maximum weight of 15 pounds.
- Must demonstrate emotional stability.
- Must be able to physically and mentally act quickly in the event of a disturbance or physical outbreak.

MINIMUM JOB REQUIREMENTS:

- Graduation from high school or possession of a GED certificate.
- Must have a valid driver's license.
- Must pass a criminal background investigation.
- Must be required to pass a physical examination and drug test.
- Must possess or acquire training in CPR and First Aid.

WORKING CONDITIONS:

- Works indoors in adequate workspace with adequate lighting, temperatures, and ventilation.
- Works indoors with average exposure to noise, stress and disruptions.
- Works indoors with normal exposure to dust/dirt.
- Works in conditions of potential outbursts or disruptive individuals.



The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.