

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** SECURITY OFFICER

**Reports To:** Designated Supervisor

**UW Job Code:** 7258

**UW Job Family:** 71 – Service/Maintenance/Security Supervision

**SOC Code:** 33-9032

**FLSA:** Non-exempt

**Pay Grade:** 16

**Date:** 3-1-98 (revised 7-1-02; 4-9-03; 7-1-04)

### **JOB PURPOSE:**

Protect life and property by patrolling designated area(s) on foot; operating computer security systems; maintaining security of buildings and their contents; ascertaining status of fire and intrusion alarms; identifying and reporting unsafe conditions on campus.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Check exterior and interior of campus buildings; turn off/on lights, lock doors and windows.
- Operate computer security system at Centennial Complex providing ingress and egress for authorized personnel.
- Patrol campus areas and report unusual or suspicious activities.
- Check alarm systems and complete electronic computer status posts in buildings to document security conditions.
- Check vending machines and safes to ensure security.
- Prepare and may type complaints and/or incident reports.

### **SUPPLEMENTAL FUNCTIONS:**

- Assist in providing traffic and crowd control during athletic and special events.
- Escort University personnel after dark.

### **COMPETENCIES:**

- Attention to Detail
- Conflict Management
- Integrity
- Judgment
- Safety Awareness
- Quality Orientation

## **MINIMUM QUALIFICATIONS:**

Education: **High School Diploma or GED**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Campus buildings' layout and location.
- Public security codes, policies, and regulations.
- Traffic and crowd control methods and techniques.
- Computer software and hardware used in building security.
- Incident and complaint reporting processes and procedures.
- Transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Security and law enforcement procedures.

Skills and Abilities to:

- Effectively communicate in person and over radio channels.
- View multiple video monitors simultaneously.
- Work irregular hours to aid in 24-hour coverage.
- Maintain confidentiality and work under stressful conditions.
- Conduct visual and audio surveillance for extended periods.
- Endure verbal and mental abuse when confronted with hostile views, opinions, and antagonistic environment.
- React calmly and effectively in emergency situations.
- Detect problems and report information to appropriate personnel.
- Complete routine paperwork.
- Conduct security patrols without direct supervision.
- Provide protection services to individuals on campus.
- Be flexible, provide excellent customer service, and use strong interpersonal skills.
- Understand, follow, and enforce safety codes, regulations, and procedures.

## **WORKING CONDITIONS:**

Physically patrolling in/outdoor environments; regularly exposed to hazards associated with security and safety of life and property.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act

(exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.