

FRANKLIN COUNTY SHERIFF'S OFFICE

<u>Job Title:</u>	Facility Security Specialist
<u>Bargaining Unit:</u>	Non bargaining
<u>Hours of Work:</u>	Full time, holidays and weekends; 1 st , 2 nd and 3 rd shift
<u>Rate of Pay:</u>	\$ 12.50 per hour

Job Duties

- Controls egress and ingress at assigned facility; maintains a record of all visitors to and from the facility according to policies and procedures. Patrols facilities as scheduled; checks all doors and windows to make sure they are secured; Escorts housekeeping personnel, employees, visitors and other personnel as directed and within the County facilities. Monitors fire alarms, security, safety and environmental systems and responds appropriately to all emergency & irregular conditions. May assist FCSO personnel in responding to conditions of fire, theft, trespass, vandalism, violence, disturbance, fights, confrontations, and other similar activities; alerts proper authorities in the event of fire, accidents, crime or other emergencies.
- Completes detailed written shift reports covering all regular and irregular activities. Answers telephones courteously/professionally stating one's title, name & building.
- Performs other duties as directed.

Knowledge Skills and Abilities

Knowledge of FCSO policies, procedures and SOPs*; safety practices; equipment operation; ability to recognize unusual or threatening conditions and take appropriate action; deal with problems involving several variables in a familiar context, apply principles to solve practical everyday problems, define problems, collect data, establish facts and draw valid conclusions; formal education that includes reading, writing & speaking English;

Positions making security rounds in vehicle require valid driver's license.

Skill in operation short wave radio;* first aid*; C.P.R.*; Automated External Defibrillator (i.e., AED)*.

*may be developed after employment

Minimum Characteristics

Must be 18 years of age, U.S. Citizen, and have a high school diploma or GED; formal education that includes reading, writing & speaking English. Positions making security rounds in vehicle require valid driver's license. Must pass drug screen and background check. Or equivalent of minimum class qualifications.

Unusual Working Conditions

May be required to work rotating shifts & weekends. May be exposed to bodily fluids &/or infectious diseases.