**Armed Security Sergeant Standard Job Description**

**Classification Title:** Armed Security Sergeant

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 10

**Minimum Pay:** $25.62

**Job Description Summary:**

The Armed Security Sergeant, under general supervision, is responsible for ensuring physical safety and security of all visitors, employees, and property at Texas A&M University locations, overseeing the day-to-day operations and supervision of the security staff, and coordinates information to ensure compliance with guidelines.

**Essential Duties and Tasks:**

**35%: Supervising**

* As a commissioned security officer, provides an armed presence at the assigned location.
* Supervises and coordinates daily activities of all security officer positions at the assigned location.
* Reports all sensitive, critical, or potential hazard information to Contracting Officer Representative (COR).
* Investigates and provides direct support for all emergencies.
* Monitors duty roster assignments and ensures proper staffing requirements.
* Conducts annual performance evaluations for Advanced Armed Security Officers assigned to the location.
* Prepares required reports for the COR.

**15%: Accountability and Conflict Management**

* Ensures that Managers and/or other appropriate levels of administrative staff are informed and kept up to date regarding emergencies or special circumstances.
* Handles security issues and criminal reporting issues without the assistance of Managers or other assistance sections of the department.

**20%: Patrols Designated Areas**

* Ensures all security posts are staffed and operational.
* Operates x-ray/magnetometer systems.
* Operates hydraulic bollard system.
* Observes building occupants and visitors for compliance with posted and published rules and regulations.
* Answers questions from the public and provides assistance as needed.
* Provides escorts for designated personnel when requested by the Contracting Officer Representative (COR).

**5%: Special Event Support**

* Provides support duty to University Police during instances of special events, e.g. football games, yell practice.

**5%: Training**

* Attends an annual in-service training and other training as required.
* Provides orientation and training for new Advanced Armed Security Officers in security procedures at the assigned location.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school graduation or any equivalent combination of education and experience.
* Attainment of the Advanced Security Officer rank with a minimum of 18 months total service in the Security Officer Program or other comparable full-time employment.

**Required Licenses and Certifications:**

* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.
* Must be able to obtain a certification as an Armed Security Officer (Commissioned Officer) in the State of Texas.

**Required Knowledge, Skills, and Abilities:**

* Strong customer service skills.
* Ability to work with reduced levels of managerial oversight.
* Ability to communicate effectively with all segments of the campus population.
* Strong interpersonal skills.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Security Surveillance Equipment: 20 hours
* Computer: 10 hours
* Radio: 3 hours
* Vehicle: 2 hours

**Physical Requirements:**

* Must be in excellent physical health and stamina.
* Good physical and mental condition.
* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.
* Ability to move light, moderate, or heavy objects.
* Pass a bi-annual full physical. Pass an annual Physical Stamina Performance Standards (PSPS) test.

**Other Requirements and Factors:**

* Subject to random drug testing.
* Physical ability and mental capabilities to properly carry out responsibilities, which require outside working conditions and working rotating shifts with varying days off.
* Applicant must successfully complete a background investigation to include but not limited to driving history, criminal background, and credit history.
* May be required to work weekends, holidays, and hours other than Monday through Friday, 8:00am to 5:00pm.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**