**Advanced Armed Security Officer Standard Job Description**

**Classification Title:** Advanced Armed Security Officer

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Austin/Round Rock HSC ONLY | $22.66 |
| DFW HSC ONLY | $21.95 |
| Houston/Galveston HSC ONLY | $21.89 |
| UPD/McAllen | $19.46 |

\*Locations not listed will follow the Bryan/College Station rate.

**Job Description Summary:**

The Advanced Armed Security Officer, under general supervision, is responsible for providing a visible, armed security presence throughout buildings and property of Texas A&M University. Monitors cameras and alarm systems and patrols the building and grounds to ensure the safety and security of the occupants.

**Essential Duties and Tasks:**

**40%: Patrols Designated Areas**

* Maintains familiarity with the building’s Emergency Occupant Plan and all emergency exits.
* Monitors people in the complex to ensure compliance with posted and published rules and regulations.
* Reports information about all sensitive, critical, or hazardous situations.
* Patrols buildings and grounds to check for suspicious activities of personnel, unlocked doors, fires, and water leaks.

**35%: On-Site Security**

* Operates x-ray/magnetometer systems.
* Monitors access control and intrusion systems, the fire alarm system, and the video surveillance system.
* Monitors radio and intercom communications systems.
* Operates the hydraulic bollard system.
* Receives and logs deliveries.
* Answers questions and otherwise assists visitors.
* Reports all irregularities, emergencies, or suspicious activity to the University Police Department.
* Assumes 'high profile' status as a deterrent to criminal activity.
* Provides escorts as needed.

**5%: Special Event Support**

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

**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.
* One year as a Security Officer 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:**

* Good 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:**

* Video surveillance system: 10 hours
* Computer: 5 hours
* X-ray/magnetometer systems: 4 hours
* Radio: 3 hours
* Hydraulic bollard system: 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**