**Security Officer in Training P5 Standard Job Description**

**Classification Title:** Security Officer in Training P5

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 5

**Minimum Pay:** $15.85

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| --- | --- |
| Location | Minimum Pay |
| Austin/Round Rock HSC ONLY | $18.15 |
| DFW HSC ONLY | $17.78 |
| Houston/Galveston HSC ONLY | $17.30 |
| UPD/McAllen | $15.85 |

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

**Job Description Summary:**

The Security Officer in Training P5, under supervision, receives classroom and on-the-job training from Security Officer Supervisors and University Police Officers to gain familiarity and experience for the position. Provides a positive image of a concerned and capable security professional through bearing, demeanor and presence as duties are performed throughout campus in a highly visible manner.

**Essential Duties and Tasks:**

**40%: Training**

* Receives classroom and on-the-job training from Security Officer Supervisors and University Police Officers to gain familiarity and experience for the position.
* Accompanies and assists Security Officers or Supervisors with their regular duties.

**20%: Security Duties**

* Provides “on-site” security by assuming specific duties within certain buildings, such as libraries, athletic facilities, and research laboratories, as well as property of TAMU located off campus.
* Monitors access control systems and CCTV.
* Performs scheduled building locking/unlocking and security rounds to include parking and facilities.

**10%: Safety Duties**

* Reports safety hazards or maintenance failures.
* Provides response to requests for access to facilities.

**5%: Parking Enforcement Duties**

* Assists in enforcing parking regulations.

**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.

**Required Licenses and Certifications:**

* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

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

* Ability to communicate effectively with all segments of the campus population.
* Strong interpersonal skills and cooperation skills.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Security Surveillance Equipment: 10 hours
* Two-wheel self-balancing mobile patrol unit: 10 hours
* Vehicle: 5 hours
* Radio: 3 hours
* Computer: 2 hours

**Physical Requirements:**

* Light lifting and/or moving of packages.
* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.

**Other Requirements and Factors:**

* Applicant must successfully complete a background investigation to include but not limited to driving history, criminal background, and credit history.
* Physical ability and mental capabilities to properly carry out responsibilities which require outside working conditions.
* Must have the ability to operate a three-wheel self-balancing mobile patrol unit.

**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**