



Central Alabama Community College

Position Vacancy Announcement

Posting Date: September 2018

CONTINUOUS POSTING

Part Time Security Officer

Location: Pratts Mill Center (Prattville, AL)

(19 hours or less per week)

POSITION:

POSITION SUMMARY:

Security officer provides security of monitoring of campus activity. Security officers are scheduled by the Security and Safety Coordinator.

MINIMUM QUALIFICATIONS:

1. A High School graduate from an accredited school or GED graduate is **required**.
2. Completion of appropriate training prescribed by Alabama Peace Officer Standards and Training (APOST) Commission is **required**.
3. Current or prior APOST Certification(s) is **required**.
4. Ten (10) years of experience as a security officer or similar work **required**.
5. Effective oral and written communication skills is **required**.
6. A valid driver's license with acceptable driving record is **required**.
7. Documented entry level knowledge of police methods, practices and procedures is **required**.
8. Physical ability to perform essential job duties is **required**.
9. Effective oral and written communication skills is **required**.
10. Knowledge of security practices and procedures is **required**.
11. Ability to document incidents is **required**.
12. Ability to deal courteously but firmly with the general public is **required**.
13. Ability to work a flexible schedule is required.
14. Ability to prepare clear and comprehensive reports is **required**.
15. Ability to act responsibly without immediate supervision is **required**.
16. Ability to exercise independent judgment in meeting emergencies is **required**.
17. Ability to establish and maintain effective working relationship with coworkers and the general public is **required**.
18. An understanding of and a commitment to the philosophy and mission of the two-year college is **required**.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Patrols CACC campus/property in vehicle or on foot to provide security and traffic assistance.
2. Responds to and reports emergency and non-emergency calls to police department when necessary.
3. Reports missing/stolen property and any other criminal activity.
4. Provides escort service for visitors, students, staff, faculty and individuals, if necessary.
5. Provides security during college activities and functions.
6. Writes and files daily activity report.
7. Assists with investigation of criminal and administrative incidents and completes security and incident reports.
8. Keeps diligent watch for fires, obstructions to means of egress and other hazards.

9. Takes prompt measures for remediation of hazards and extinguishment of fires that occur.
10. Takes prompt measures to assist in the evacuation of the public from structures.
11. Performs other job-related duties as assigned.

**WORKING
CONDITIONS:**

The work environment characteristics and physical demands described herein are representative of those that a typical employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. The employee must follow all safety requirements carefully and wear any safety equipment applicable. While performing the duties of this job, the employee is regularly required to use hands to touch, handle, or feel; reach with hands and arms; talk and hear. The employee frequently stands. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities that are essential for this job include close vision, distance vision, and ability to adjust focus.

Central Alabama Community College will make reasonable accommodations for qualified disabled individuals. The College encourages individuals desiring reasonable accommodations to request such accommodations through the Human Resources department.

SALARY:

Local Salary Schedule: \$25.00 hour. Not to exceed 19 hours per week.

**APPLICATION
PROCEDURE:**

Applicants must meet the minimum qualifications and must submit a completed application packet to be considered for the position. It is the sole responsibility of the applicant to ensure the application packet and all required documentation is attached with submission. Application material may not be submitted via email.

A complete application consists of the following:

1. Completed Central Alabama Community College application.
2. Current resume.

Application and supporting documentation should be mailed to:

**Human Resources
Central Alabama Community College
34091 U S Highway 280
Childersburg, AL 35044**

Central Alabama Community College will make reasonable accommodations for qualified disabled employees. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

**ANTICIPATED
START DATE:**

As needed.

Central Alabama Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Central Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable fee of \$17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Central Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding the position.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.