



## **Position Announcement Anticipated Opening**

### **Position: Public Safety Security Officer (Grade C110)**

Position is a full-time, twelve-month position and reports to the Director, Physical Plant and Grounds

#### **Job Description:**

- Greets students and visitors to the campus and answers their questions.
- Gives directions to buildings, classrooms, and offices.
- Enforces traffic laws and parking regulations on campus.
- Directs traffic during periods of high density.
- Patrols campus for traffic violations and illegal parking.
- Issues non-moving traffic citations.
- Investigates accidents/incidents reported on campus.
- Checks for injured persons involved in accidents and summons emergency equipment.
- Renders emergency first aid until arrival of EMS.
- Responds to alarms and calls for assistance.
- Interviews witnesses.
- Prepares daily activity reports and accident/incident reports.
- Assists campus personnel.
- Assists individuals, when necessary, in starting vehicles with battery pack.
- Delivers emergency messages to students.
- Escorts officials transporting currency or other valuables.
- Intercedes in altercations and other disturbances.
- Patrols campus and special events.
- Locks and unlocks buildings or facilities.
- Turns lights on before, and off after, special events.
- Performs security checks of buildings.
- Patrols buildings and grounds.
- Reports fires or other hazards and alerts personnel.
- Escorts officials and other dignitaries on campus.
- Wears uniforms provided by College and maintains a well-groomed appearance.
- Other duties as assigned by the Director of Physical Plant and Grounds.

**Knowledges, Abilities, and Skills:**

- Knowledge of crowd control procedures.
- Knowledge of institutional security and traffic rules and policies.
- Knowledge of basic traffic laws and regulations.
- Ability to direct traffic and to maintain order.
- Ability to administer first aid.
- Ability to handle non-lethal weapons and to exercise self-defense.
- Ability to check buildings for fire and safety regulations and violations.
- Ability to identify safety hazards and recommend safety precautions.
- Ability to prepare reports of incidents and accidents.
- Ability to communicate orally and in writing.

**Special Requirements:**

- Must possess valid state motor vehicle operator's license.
- Shift work required as well as occasional exposure to hazardous situations.

**Qualifications:**

Associate degree preferred. Minimum qualifications include high school diploma or the equivalent. Other job-related education and /or experience may be substituted for all or part of these basic requirements.

**Application Procedures:**

Interested candidates should submit a completed ANC application form (available online at [www.anc.edu/jobs](http://www.anc.edu/jobs)) to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109**. Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**Date of Announcement:**

January 30, 2018

*Arkansas Northeastern College is an affirmative action, equal opportunity employer.*