Public Safety Security Officer
(Anticipated Opening)

Position is a Grade C110 and is a full-time, twelve-month position and reports to the Director, Physical Plant and Grounds

MINIMUM 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.

RESPONSIBILITIES:
• 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.
KNOWLEDGE, SKILLS, AND ABILITIES:
- 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.

APPLICATION DEADLINE:
Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

APPLICATION PROCEDURE:
Interested candidates should submit a completed ANC application form (available online at www.anc.edu/jobs) to anc-hr@mail.anc.edu or mail 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. For more information, contact (870)762-3121.

DATE OF ANNOUNCEMENT:
April 25, 2019

ANC is an affirmative action, equal opportunity employer