

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003534
Grade 16**

SECURITY OFFICER II

DEFINITION OF CLASS:

This is senior level security work, including shift coordination as assigned on a rotational basis in the guidance and leadership of Security Officers involved in maintaining the security of County-owned buildings, property, and equipment. Contacts are with employees, the general public, and personnel from outside organizations for the purpose of exchanging security information and explaining procedures in order to facilitate the provision of security services. Public service and assistance is provided to the visiting public on a recurring and frequent basis and requires an employee to answer questions concerning government operations and directions to various facility locations. Employees are required to work rotating shifts including weekends.

An employee in this class is responsible for enforcement of security rules and regulations by monitoring the work of security personnel and ensuring appropriate procedures are followed and problems are resolved. Work also includes providing on-the-job training and mentoring to new Security Officers. Guidelines used in the performance of work include laws, precedents, policies and standard operating procedures. Employees work in compliance with these procedures, generally referring situations not covered by instruction to a supervisor for resolution. The work is performed with latitude for independent judgment and evaluated based on the employee's ability to maintain proper and effective security. The complexity of this work is marked by various duties and assignments which consist of steps and procedures covered by different guides from which, the employee selects appropriate actions/responses. Work requires quick judgments of how best to respond to serious and unusual security situations which may involve risk of injury or pose a threat to County property. Work requires continuous periods of patrolling County buildings and other facilities and typically involves sitting, keyboarding, standing, walking, climbing stairs, pushing, pulling, etc. Employee is subject to adverse weather conditions while patrolling and to occasional confrontations with unruly, aggressive people and other situations involving some risk to self, requiring attention to safety precautions to avoid injury.

EXAMPLES OF DUTIES: (Illustrative Only)

- Monitors and enforces security procedures for securing County facilities, grounds and parking lots and safeguarding against fire, theft, acts of vandalism and disturbances by supervising security personnel patrolling County buildings and facilities.
- Provides recommendations for changes in procedures as necessary.
- Mentors and provides on-the-job training to Security Officers.
- Monitors facilities using surveillance equipment to identify security breeches and incidents and determines appropriate course of action.
- Makes shift assignments for Security Officers.
- Schedules and approves emergency leave requests of short duration.
- Inspects Security Officers for proper uniform and ensures they are properly equipped with security equipment.

- Reviews employees' reports of security incidents and violations for completeness and accuracy.
- Counsels employees concerning performance standards.
- Reports factual information concerning security incidents to law enforcement/emergency services personnel; may control the scene until the arrival of law enforcement/emergency services personnel.
- Operates the Security Command Center as the “clearing house” for trouble calls and home base for Security Officers.
- Uses computer equipment to query databases.
- Monitors enforcement of parking regulations in any County owned parking facility.
- Answers requests for information from visitors and the general public and assists them as necessary.
- Issues identification badges and maintains register of all persons entering and leaving County buildings other than normal work hours.
- Confronts individuals who cause disturbances in buildings, offices, or other public facilities and issues Disruptive Behavior Orders and citations to disruptive persons.
- Logs after-hours maintenance calls.
- Provides enhanced facility security at special events.
- Maintains required records of Security Officers' performance of shift duties and submits written reports as required.
- Assures performance of procedures for registering people who enter and leave County facilities during weekends and after normal work hours.
- Makes periodic security patrols, inspecting designated outlying facilities and checking on employee and contract guards.
- Compiles, prepares and submits summary reports on written violations notices, parking surveys, and traffic court dispositions.
- Receives daily shift briefings on operational changes, problems, and pass-on information from the previous shift. Briefs on-coming shift of unusual problems or incidents which may be encountered.
- May appear in court to testify in cases involving violations of County security regulations.
- May be assigned to attend courtroom proceedings when assigned to County Courthouse facilities.
- May perform the duties of supervisor in his/her absence.
- May be required to enter vacant buildings to determine if property damage/theft has occurred and confront hostile persons until law enforcement personnel arrive.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the standard practices, procedures and equipment common to maintaining building security.
- Knowledge of common fire hazards and ability to use portable fire fighting equipment.
- Skill in assessing situations quickly and objectively, determining proper course of action, and handling situations and individuals firmly, courteously and tactfully.
- Ability to acquire and maintain CPR certification.
- Ability to identify and analyze emergency and/or sensitive situations.
- Ability to work with computers to communicate and use databases.
- Ability to act quickly, calmly, and effectively in emergency situations.
- Ability to prepare reports and maintain records.
- Ability to handle individuals firmly, courteously, and tactfully.
- Ability to work fixed posts and patrol across multiple levels and uneven surfaces.

- Ability to respond quickly and calmly to alarms, calls for service and other problems.
- Ability to effectively communicate in English orally and in writing to exchange information with personal contacts, testify in court, write brief reports, etc.
- Ability to work rotating shifts including weekends.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years experience in security work involving multiple facilities and buildings.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam with a Drug/Alcohol Screen.

Class Established: July 1974

Revised: May 1979

May 1987

Classification Study: May 1994 (M)

Classification Study: October 2003 (M)

January 2005

April 2010

August 2013