

# CIS Security

**Job Title:** Security Officer

## **Principle Duties and Responsibilities:**

- Observes and reports any safety hazards or suspicious activity on client's property
- Prevents property loss from fires, vandalism and theft
- Performs public relations duties as required
- Performs extensive walking during shift
- Escort visitors, customers, or employees
- Communicates with dispatch via two-way radio
- Completes Daily Activity Reports
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing

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

- Consistent positive attitude
- Good interpersonal skills
- Team Player
- Excellent written and verbal communication skills
- High school diploma or equivalency required
- Must be at least 18 years of age
- Ability to work graveyard shifts, weekends, holidays
- Ability to multi-task effectively

## **Physical Requirements:**

- Standing and/or walking for extended periods of time
- Ability to cope with moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, and loud noises
- Regular moderate physical activity
- Requires handling of average-weight objects (5-10 lbs.)
- Work regularly requires sustained periods of concentration

## **Comments:**

Must be able to maintain confidentiality as a primary job function

