



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SECURITY OFFICER

Job Number: 20000405

Job Code: 10140V151223

Job Group: 1000 - SEMI-SKILLED & MAINTENANCE TRADES

Job Established: 06/16/1982

Job Revised: 12/23/2015

Grade: 07	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$9,277-\$12,289 - Hourly	<b>NONE</b>
	\$1,507.52-\$1,996.98 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$1,608.02-\$2,130.10 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs custodial duties in the safeguarding of buildings, machinery, equipment and supplies; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

NONE

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

### **EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Maintains security of buildings through checking locks and security lighting. Checks for fires and proper functioning of fire prevention equipment. Checks grounds regularly to ensure no unauthorized personnel are on premises. Notifies law enforcement or fire protection agency in the event of unauthorized intrusion or discovery of fire. Performs other building maintenance functions such as cleaning premises and supply inventory. Answers telephone. Keeps records on security functions.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically requires good judgement, alertness and endurance.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*