

Job Profile Title:	Security Officer
Job Code:	11103
Profile Title:	11103 Security Officer
Grade / Band:	06
FLSA Status:	Non-Exempt

Primary Purpose:

Security Officers act as a visual deterrent, intervene and respond to all levels of security and potential emergency needs including acts or threats of violence, emergencies, and life safety threats. This position requires specialized training and physical conditioning. All duties are to be performed in accordance with departmental and property policies, practices and procedures.

Principal Duties & Responsibilities

Patrol and monitor all areas of the property, including the exterior by operating a bicycle or company vehicle
Monitor alarm system and surveillance cameras
Provide excellent guest service to guests and employees and resolve complaints and issues involving both guests and employees
Act as a first responder in emergency situations
Perform gaming drops/transactions, including carrying drop boxes and chip carriers
Write reports of daily activities and irregularities such as property damage, theft, guest or employee accidents, or unusual occurrences
Act as a dispatcher to relay information, messages and/or emergencies to or from appropriate personnel using telephones or two-way radios
Render appropriate first aid to injured persons and following established protocol for reporting injuries
Assist in emergency situations by securing the scene to prevent further loss or damage, advise personnel of threats and potential threats, summon emergency responders to the incident, and initiate and conduct evacuation procedures
Required to successfully attend and pass all recurring mandatory legal, defensive tactics, first aid, CPR/AED training/drill as a condition of employment
Maintain proficiency in the use of all assigned equipment

Required for All Jobs

Performs other job-related duties as requested
Proof of eligibility to work in the United States

Education

Education Level	Education Details	Required/ Preferred
High School Diploma, GED or equivalent		Required

Work Experience

Experience	Experience Details	Required/ Preferred
1+ Years of Prior Relevant Experience	Customer service experience	Required

Additional Requirements

Details	Required/ Preferred
Previous security, military, or law enforcement experience	Preferred
Previous experience working in a similar resort setting	Preferred
HR218 qualification	Preferred

Knowledge, Skills and Abilities

KSAs
Ability to learn, demonstrate proficiency and effectively use defensive tactics and handcuffing techniques
Ability to participate in all evacuations procedures to aid guests and employees during an emergency
Ability to operate assigned equipment
Ability to learn, demonstrate proficiency and effectively use various computer software
Candidates will be required to satisfactorily pass a security officer academy training course

Physical Requirements

A thorough completion of this section is needed for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Requirement	N/A	Rarely	Occasionally	Frequently	Constantly	Weight/ w.p.m.
Balancing						
Bending				X		
Carrying __pounds				X		30
Clear speech - simple				X		
Clear speech - complex				X		
Climbing				X		
Crawling				X		
Crouching				X		
Distant vision				X		
Driving - auto/van				X		
Driving - limousine						
Flexibility - upper body				X		
Flexibility - lower body				X		
Hearing/Listening				X		
Kneeling				X		

Physical Requirements

A thorough completion of this section is needed for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Requirement	N/A	Rarely	Occasionally	Frequently	Constantly	Weight/ w.p.m.
Lifting __pounds				X		30
Near vision				X		
Normal vision				X		
Pushing/Pulling				X		
Reaching				X		
Sitting				X		
Standing - 5 hours minimum				X		
Stooping				X		
Typing __w.p.m.				X		24
Walking				X		

Work Environment

While performing the duties of this job, the associate is required to work within the selected work environments.

Work Environment	N/A	Rarely	Occasionally	Frequently	Constantly
Communication - verbal				X	
Communication - written				X	
Confined area				X	
Contacts - works alone				X	
Contacts - works around others				X	
Contacts - works with others				X	
Exposure to dust / dirt				X	
Exposure to fumes / odors				X	
Extreme cold				X	
Extreme heat				X	
Fast pace				X	
Hazardous conditions - Chemicals				X	
Hazardous conditions - high structures				X	
Hazardous conditions - high voltage				X	
Indoors				X	
Noise levels - low to moderate				X	
Noise levels - low to high				X	
Office conditions					

Work Environment

While performing the duties of this job, the associate is required to work within the selected work environments.

Work Environment	N/A	Rarely	Occasionally	Frequently	Constantly
Outdoors				X	
Restricted area				X	
Shifts				X	
Smoke				X	
__% Travel					
Vibration					
Wet/Humid				X	

Mental Requirements

While performing the duties of this job, the associate is required to work within the selected mental requirements.

Mental Requirement	N/A	Rarely	Occasionally	Frequently	Constantly
Analytical				X	
Clerical					
Comprehension				X	
Crisis incidents				X	
Customer service				X	
Decision making				X	
Fatigue				X	
High pressure				X	
Judgment				X	
Long hours					
Math skills - advance					
Math skills - basic					
Memorization					
Organization					
Perception				X	
Reading - simple				X	
Reading - complex					
Repetition				X	
Safety hazards				X	
Tight deadlines					
Working conditions					
Writing - simple				X	
Writing - complex				X	