

Commissioned Security Office
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=234266>

Downloaded On: May. 16, 2024 4:53am

Posted Apr. 5, 2024, set to expire Mar. 28, 2025

Job Title Commissioned Security Office
Department
Institution Lee College
Baytown, Texas

Date Posted Apr. 5, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Public Safety

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Job Description

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Commissioned Security Office

Salary:

Job Type: Full-Time

Job Number: FY2300387

Location: Main Campus - Baytown, TX

Division: Finance & Administration

Position Overview

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Starting Salary Range is \$35,651 -\$40,113. The initial salary offer is commensurate with education and related work experience.

The Commissioned Security Officer is responsible for the safety and security of persons including Lee College employees, students, guests of/and visitors to the campus; the protection of college property, including buildings, grounds, equipment and other assets of the college. The Commissioned Security Officer will provide assistance in emergency situations or conditions, and take action appropriate to the crisis situation within legal limits of the department's authority. The Commissioned Security Officer is considered an essential employee. All Security will work any shift, and any campus assigned when needed. This position reports to the Security Chief, Security Assistant Chief's and Security Corporals.

Essential Duties & Responsibilities

- Carry a firearm and respond to situations appropriately.
- Patrol campus grounds and building, either by foot or in an authorized college vehicle checking doors, windows, gates, etc. to ensure that they are secured.
- Patrol campus parking areas on a regular schedule, enforce campus parking regulations, and issue citations.
- Respond to emergency and non-emergency calls; respond to requests for assistance regarding lost or stolen property, break-ins, vandalism, etc.
- Contact emergency personnel (i.e., 9-1-1, Baytown Police Department, ambulance service, etc.) when necessary.
- Observe, report, and correct any irregular and unusual conditions and/or safety hazards on campus.
- Investigate and maintain incident reports of all occurrences and completes daily activities reports.
- Assist all persons in complying with college regulations and rules of conduct on campus.
- Provide security coverage for college functions as assigned.
- Provide crowd control when necessary and/or as assigned.
- Pick up and transport deposits to the bank when needed.
- Provide courteous assistance for faculty, staff, students, and visitors.
- Adhere to all policies and procedures.
- Maintain confidentiality of information exposed in the course of business.
- Contribute to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.

Additional Duties & Responsibilities

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- Carry out established procedures for opening and locking campus buildings, offices, classrooms, etc.
- Provide security escort when needed or as assigned.
- Maintain and monitor campus video security system and learn to control the DNA locking system.
- Maintain First Aid, CPR, and AED certifications and license and necessary training and certifications as directed.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Subject to a criminal background check prior to employment and periodic times during your employment.
- Subject to a drug/alcohol test prior to employment and periodic times during your employment.
- Subject to a psychological exam prior to employment.
- Must possess a Level III Commissioned Security Officer License from the State of Texas.
- Must be at least 21 years of age.
- Must have a High School Diploma or equivalent (G.E.D.).
- Must have at least one (1) year of previous security, law enforcement, correctional, or military experience.
- Must possess and maintain a valid driver's license and a clean driving record.
- Must be available to work days, nights, weekends, and holiday hours as needed.
- This is a security sensitive position.
- Must be able and willing to carry a firearm and assigned tactical equipment, and required to handle firearm in a safe and effective manner.
- Must have ability to communicate effectively both orally and in writing.
- Must have skill in problem solving and conflict resolution.
- Must have integrity and create a cohesive atmosphere in the Security Department.
- Patrol campus on foot and in patrol vehicle.
- Able to walk and stand for periods of time.
- Able to wear all assigned duty and tactical equipment.

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

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To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4441957/commissioned-security-office>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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