

Campus Security Officer - Non-permanent - Spokane  
Community College  
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=255343>

Downloaded On: Apr. 4, 2025 5:55am

Posted Apr. 2, 2025, set to expire Apr. 14, 2025

<b>Job Title</b>	Campus Security Officer - Non-permanent - Spokane Community College
<b>Department</b>	Staff
<b>Institution</b>	Community Colleges of Spokane Spokane, Washington
<b>Date Posted</b>	Apr. 2, 2025
<b>Application Deadline</b>	04/14/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Public Safety
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6118633">https://apptrkr.com/6118633</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Campus Security Officer - Non-permanent - Spokane Community College**  
**Community Colleges of Spokane**

**Location:**Spokane CC Main Campus Spokane

**Department:**District Security

Non-permanent, classified position.



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**Salary Range: \$3,999 - \$5,370**

**Starting salary for this position is: \$3,999 (Monthly)**

**Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.**

**The Campus Security Officer pay range is \$47,988 - \$64,440 with steps A through M. Starting salary is Step A is \$22.98 per hour. After 6 months you receive a periodic step increase to step C (\$24.10 per hour). This becomes your annual anniversary date and the following year (18 months after start date) you move to step E (\$25.34 per hour). After that every 12 months you will move 2 steps until step L (\$30.12 per hour). Once you are at step L for six years you will progress once more to step M (\$30.86 per hour). These amounts do not include any planned or future cost of living increases.**

### **About Us**

We are a community college district comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC). In addition to serving a large urban and suburban population in greater Spokane, the district provides educational services to rural communities throughout a 12,302 square-mile region in Eastern Washington. This region includes all of Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges of CCS are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

**Applications will be accepted until 4:00 p.m. PST on 04/14/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

**About the Campus Security Officer - Non-Perm - Spokane Community College**

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**JOB SUMMARY**

Under the general supervision of the District Director of Security, the Campus Security Officer performs general duty security work to protect life and property; enforces laws and ordinances, maintains order, and prevents and investigates crime, security, safety, and related activities.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Provide a security presence on a campus location and on a rotating basis provide a night shift mobile security patrol presence for all Spokane Colleges properties in the Spokane area on foot or in a patrol vehicle; inspect buildings and grounds for prowlers, fire, property damage, or other irregularities to enforce institution rules and regulations, local, state, and federal statutes and ordinances. Monitor and oversee the presence and performance of night shift contract security personnel. \*
- Investigate accidents and crimes, issue citations for violations, gather evidence, locate witnesses, and appear in court as required. Work with and/or assist city or county police and state patrol when needed or in cases of emergency. Administer first aid if needed. \*
- Direct and regulate traffic, patrol campus parking areas on foot or in a vehicle, observe parking and traffic patterns, issue citations for parking violations, follow through on collections and/or citations and appeals. \*
- Maintain surveillance of an area suspect for criminal activity to stop criminal activity. \*
- Operate department communication equipment, answer telephone inquiries, receive reports of criminal activity, dispatch foot and mobile units, operate paging system, and monitor alarm systems. \*
- Complete and file reports as required. \*
- May be present during administrator's meetings with sex offenders.
- Model professional decorum and mutual respect in all personal interactions. \*
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. \*
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. \*

\* Indicates this is an *essential duty*

**COMPETENCIES**

- Manages Complexity

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- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

## MINIMUM QUALIFICATIONS

- Proficiency, knowledge or experience with Information Technology (IT), social media, web use and investigations.
- Ability to handle emergency situations and conflict without escalation.
- Ability to investigate incidents and write reports.
- Strong communication skills, both orally and in writing.
- Knowledge of maintaining required reports and filing systems.
- Ability to work in a team environment.
- Ability to use a computer and contemporary office software.
- Ability to work varied/rotating shifts.

## DESIRED QUALIFICATIONS

- Associate degree in Criminal Justice from an accredited institution or Certification from the Criminal Justice Training Commission. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Knowledge of campus law enforcement, investigation procedures, rules governing public access to buildings and grounds, electronic security systems, rules of behavior, general safety precautions and fire hazards, methods and procedures for searching for violators, fire-fighting equipment and fire prevention methods, and first aid.
- Two or more years of work experience as a campus security guard or equivalent experience, or

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- work experience as a campus police or security officer or equivalent experience or training.
- Experience in a higher education environment.

### PHYSICAL REQUIREMENTS

- Work is commonly performed outdoors in uncontrolled elements or in a semi-open office setting with frequent interruptions and background noise.
- Work is active.
- Work directly with students/clients.
- Frequent use of computers.
- Move up to 25 lbs. frequently and up to 50 lbs. occasionally.
- Occasional kneeling, stooping, crouching, crawling, and climbing.
- Must be able to read and understand instructions to recognize and handle hazardous, unsafe or poisonous materials.
- Occasional exposure to fumes, dust, odors and/or biohazards.
- Occasional to frequent change in position from sedentary, standing, stooping and walking.
- Frequent oral and auditory communication with others.

### CONDITIONS OF EMPLOYMENT

- Non-permanent, classified.
- Full-time schedule (12-month, 40-hours a week)
- Campus Security Officers work 8-hour shifts Monday - Friday between 6 am and 10 pm with weekends off. There are also [11 paid holidays](#).
- Paid leave and accrual rates: 1 personal holiday, 2 personal leave days, vacation leave accrual starting at a monthly rate of 11 hours 20 minutes and sick leave accrual of 8 hours per month.
- 6-month probationary period.
- This position is overtime eligible.
- Requires local or regional travel.
- Valid driver's license is required.
- Criminal background check is required.
- May be required to work alternate shift.
- All uniforms and equipment are provided by the college.
- Training will be provided for OC, Taser, handcuffs, First Aid, CPR, and more.
- This position is covered under a collective bargaining agreement. Membership is optional.

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*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

## **Benefits Information**

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

## **Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).



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**Equal Opportunity Institution**

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*

*Fred Davis | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*

**To apply, please visit: <https://careers.ccs.spokane.edu/jobs/campus-security-officer-non-permanent-spokane-community-college-spokane-washington-united-states>**

**Contact Information**

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

**Contact**

Staff

Community Colleges of Spokane

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