



## Seminole County Sheriff's Office

### BUILDING SERVICE OFFICER

Class Spec Code: 1030

Established Date: 10/14/2020

Last Revised Date: 01/12/2022

Effective: 01/12/2022

#### Salary Range

\$13.49 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Service/Maintenance

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Performs routine work providing security to the Public Safety Building, monitoring of the computerized security and camera systems, assisting members of the general public.

#### Typical Duties

**Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.**

Routinely inspects building complex to identify and resolve security/safety issues. Makes recommendations for corrective action and improved efficiency.

Maintains security of complex through the use of computerized access systems, closed circuit television/video equipment, and alarms. Responds to alarms as required.

Maintains positive key control program. Enters access levels into security system. Prepares employee access cards as requested. Maintains security logs as required.

Controls access to the Public Safety Building Community Room as needed by various internal and external committees/organizations.

When assigned to the information desk, greets and vets visitors to the Public Safety Building, provides information to visitors, and directs visitors to appropriate offices/locations as applicable.

Performs other duties as directed which may be necessary to further the mission and goals of the organization.

#### Minimum Qualifications

- High School Diploma or GED
- Minimum of one (1) year experience in a building security environment
- Must possess and maintain a valid Florida Driver's License.

#### Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of building security and geography. Ability to demonstrate ethical and professional behavior. Ability to communicate effectively, both orally and in writing. Ability to follow instructions. Ability to maintain effective working relationships with members of the Sheriff's Office, Public Safety Personnel, and general public; Ability to analyze information or situations, solve problems, and address them appropriately.

#### WORKING CONDITIONS

The work environment for this position requires the incumbent to walk both inside the Public Safety and outside the building, being aware of their surroundings. Some lifting is required up to 25 lbs. without assistance. Work is generally performed on a shift (12 hours) although the incumbent may be required to work any schedule to fulfill organizational needs.

**PHYSICAL ATTRIBUTES REQUIREMENTS**

**Mobility**-Mostly sedentary work but some standing and walking; constant use of a computer

**Lifting**-Able to lift 25 pounds

**Visual**-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

**Dexterity**-Frequent repetitive motion and reaching

**Emotional/Psychological**- Frequent public contact; decision-making and concentration

**Special Requirements**- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime

**Environmental**- Occasional exposure to varied weather conditions.