



## JOB DESCRIPTION

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**JOB TITLE:** Part-Time Security Guard

**DEPARTMENT:** Potter County Sheriff's Office

**SUPERVISOR'S TITLE:** Potter County Sheriff

**JOB CLASS:** Union Class III, Level 1

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### PART-TIME SECURITY GUARD

#### GENERAL DESCRIPTION

The overall objective of the Potter County Security Guard is to ensure the safety and security of the Potter County Courthouse building and grounds for county employees and the general public.

#### ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

- A morning walk through of the courthouse shall be performed ensuring safety and that there is nothing of unusual nature in the building to include any unauthorized items, packages, etc. are present;
- Monitor the Courthouse to ensure safety and security of employees and public;
- Screen all persons entering the Courthouse through the main entrance and those other persons that are allowed entry through the handicapped entrance, including delivery persons;
- A list of individuals that are issued key cards will be provided to Security Guards. Allow only handicapped and delivery individuals rear door access via buzzing rear door entry, all others shall be advised to use front door entry;
- Meet all individuals requiring rear door access, with the exception of key card authorized individuals, at the rear door with the handheld metal detector wand. The wand shall be utilized to do a cursory check before escorting those individuals to the front door security station for proper security vetting;
- Operate walk through metal detector on all persons requesting entry, with the exception of medically except individuals;
- Should the walk through metal detector activate, the hand held metal detector wand shall be utilized to assist in locating and identifying the metal item the individual has on them;
- Operate the x-ray machine at the front security station;
- Make all individuals empty pocket contents into a bin to put through the x-ray machine;
- Make all front door entrees place all items such as purses, pocketbook, briefcases, backpacks and other such items in bins to go through the x-ray machine;
- Physically go through purses, pocketbook, briefcases, backpacks and other such items for weapons and contraband should any items viewed on the x-ray machine be suspicious in nature;
- Seize any form of weapon and/or contraband from individual not allowing it into the courthouse and immediately contact the Sheriff or his designee;
- Collect all cell phones, handheld tablets or other electrical devices from all unauthorized individuals attempting access into the courthouse;



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- If an individual leaves the courthouse for any reason, they shall be put back through security as if it were their initial entry;
- Advise courtroom attendees of proper courtroom etiquette if a violation is immediately apparent;
- Identify and report all potential safety issues or any other problems to the Sheriff or his designee;
- Immediately contact the Sheriff or his designee if any criminal act is observed or brought to the attention of the Guard;
- Remove any unruly visitor or employee from the premises and immediately contact the Sheriff or his designee;
- Summon and assist emergency services when necessary;
- Direct building visitors to appropriate departments;
- Maintain required logs;
- Interact with all County departments and the general public;
- At closing time, make rounds inside the Courthouse and ensure the lights are turned off and the doors are locked and secure;
- Perform other job related duties as required;
- Perform any other reasonably requested task as directed by the Sheriff or his designee;

### **QUALIFICATION REQUIREMENTS**

#### KNOWLEDGE AND ABILITIES:

- Able to maintain strict confidence;
- Ability to work independently within standard operating procedures and legal requirements;

#### EXPERIENCE AND TRAINING:

- High School diploma or equivalency;
- Security experience preferred, but not required;
- Must possess or successfully complete training for AED Certification, CPR/First Aid and OC Spray Certifications;
- Effective interpersonal and conflict resolution skills;
- Willingness to attend trainings related to job position;

#### PHYSICAL REQUIREMENTS:

- Must be able to stand for long periods throughout the workday with intermittent periods of sitting and walking;
- Must demonstrate emotional stability;
- Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

#### ADDITIONAL REQUIREMENTS:

- Possession of a valid Pennsylvania driver's license;

**HOURS:** Up to a 35 hour work week; Overtime as needed and approved by direct supervisor.

**PAY RATE AND BENEFITS:** Pay rate and benefits are based on the union contract.