FRANKLIN COUNTY
PUBLIC FACILITIES MANAGEMENT
373 South High Street, Lobby Level
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

WORKING TITLE: Court Security Officer (Bargaining Unit) **PCN**: 035403

SUPERVISOR: John Cray, Security Supervisor

PRIMARY RESPONSIBILITIES: Conduct specialized screening at screening ports for all persons, vehicles, packages and mail entering secured county facilities according to operating procedures. Assist in the placement and removal of items on screening equipment. Test equipment daily to ensure proper operation. Provide escort services (i.e., housekeepers, contractors, parking facility attendants, handicap individuals, etc.). Investigate and prepare incident reports on accidents, complaints, vandalism, thefts and safety issues. Assist in building emergencies (i.e., fire, tornado, bomb, evacuations, etc.). Review CCTV tapes and collect, record and enter security data into designated computer programs. Issue parking citations for violations in county garages. Respond to malfunction of automated attendant at the parking garages. Conduct interior and perimeter security checks at county facilities that includes the opening and cleaning of facilities. Provide relief services to the Control Room Centers for lunches and breaks.

MINIMUM QUALIFICATIONS: Prefer OPOTA training or equivalent or 2 years military police active duty or Associates Degree in Law Enforcement. Ability to calculate fractions, decimals, and percentages and to read and write common vocabulary plus: one course in public relations (or 1 month experience); or equivalent. In addition to the preceding, if position requires operation of motorized vehicle for any reason, must have Valid Driver's License. Also, if assigned responsibility for rendering first aid & CPR, applicant must have completed one training course in each. **Unusual Working Conditions:** Hours and days may vary. May be exposed to high and low temperatures; may be exposed to inclement weather. Able to lift 50 pounds and to stand, bend and stoop for long periods of time.

SCREENING CRITERIA:

- Public relations experience
- Valid driver's license

DEADLINE FOR APPLYING: Friday, November 27, 2009

STARTING SALARY: $15.09 per hour, plus a 40-cent shift differential for second and third shift. A comprehensive benefits package is offered with this position.

If interested, apply on-line at www.franklincountyohio.gov/comissioners/hr

-EOE-

11/13/2009