

**GRADE:** 6  
**DIVISION:** Office of the Director - Security

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**POSITION SUMMARY:**

Primarily responsible for the protection and safety of Health Department employees, the public, and property.

**PRINCIPAL DUTIES/RESPONSIBILITIES:**

The following functions represent the majority of the duties performed by the position but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

**ESSENTIAL JOB FUNCTIONS:**

1. Enforces regulations and safeguards life and property at the Health Department, including surrounding grounds.
2. Patrols building premises and/or assigned area to prevent criminal activity, identifies potential safety hazards, and discourages vandalism.
3. Answers inquiries and gives directions to employees and the general public.
4. Coordinates with the appropriate local city/county law enforcement agency to expel from Health Department property persons suspected of committing criminal acts or violating Health Department regulations.
5. Notifies the appropriate local city/county first response agency of incidents on Health Department property relating to law enforcement, fire, and medical emergencies.
6. Completes required training in support of duties and responsibilities of this position.
7. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

**QUALIFICATIONS/SPECIFICATIONS:**

**Education:** High school diploma or equivalent is required. Bachelor's degree in Criminal Justice or related field, or an equivalent combination of training is preferred.

**Experience:** Previous experience working in security, military, or law enforcement experience is preferred.

**Skills and Knowledge:**

- Ability to interact in a positive, professional manner with the public and all levels of management.
- Excellent oral and written communication skills.
- Must be an active listener, critical thinker, and exercising good judgment.
- Must possess knowledge of what constitutes criminal activity on both state and local levels.
- Must have knowledge of law enforcement practices and procedures including knowledge of safe handling and operation of firearms.
- Bilingual (English/Spanish) preferred.

**Licenses:**

- Council on Law Enforcement Education and Training (CLEET) Armed Security Guard license is required.
- Valid Oklahoma driver's license is required.
- AED/CPR certification or ability to attain certification within 6 months of hire is required.
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**INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Internal contact with Health Department employees.
- External contact with the general public to provide directions and information regarding the Health Department, and to issue directives when individuals violate Health Department regulations.

**PHYSICAL EFFORT, MENTAL EFFORT, WORKING CONDITIONS:****Physical Effort:**

Ability to walk and stand for extended periods, and to move about the building and/or grounds. Ability to move quickly and/or run, bend, and lift up to 150 lbs. Possess the manual dexterity and strength necessary to safely operate a firearm. Must meet eligible levels of vision, hearing, physical, and mental strength to participate in all training and job duties.

**Mental Effort:**

Excellent problem-solving skills and attention to details with gathering facts and reporting activities. Must be able to analyze and respond to emergency situations. Must be able to operate a variety of equipment, including two-way communication radios and surveillance camera systems.

**Working Conditions:**

Regular exposure to persons carrying communicable diseases. Occasional exposure to adverse weather conditions.

**SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:**

**Direct Supervision** – None.

**Indirect Supervision** – None.

**Budget/Money/Material** – Responsible for assigned equipment.

**Reports to** – Security Supervisor

**SPECIAL REQUIREMENTS:**

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel to other Health Department campuses.
- Schedule may include evening, weekend, and holiday hours.

**FLSA Status:** *Non-Exempt*