

Part-time Security Officer

Security Department

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Qualifications:

- Strong written and verbal communication skills.
- Associates degree from an accredited college or graduate of a recognized law enforcement academy preferred.
- Active Special Police Officer (SPO) license, or ability to become SPO licensed. Covington security officers are required to earn an SPO license within their first year of employment.
- At least 2 years of security/law enforcement experience is preferred (college credits may be substituted to satisfy this requirement).
- Certification in CPR and First Aid by recognized Association is preferred. Covington officers are required to attain certification within their first year of employment.
- Must be a conscientious forward thinking individual with discretion to know when and if to elevate a situation, but to always respond in a timely and professional manner.
- Computer literate: MS Office.

Duties and Responsibilities:

- Ensure staff, employees, clients, and property are protected.
- Conduct safety and security patrols.
- Provide escorts to parking facilities and metro stops for Covington and Burling employees working after-hours.
- Provide escorts for vendors throughout Covington and Burling's facility.
- Respond to medical emergencies.
- Maintain daily security log for after-hour security operations.
- Ensure proper distribution of security reports.
- Duplicate keys.
- Issue visitor passes.
- Distribute parking passes.
- Conduct security brief for new arrivals.
- Install various locking devices and make adjustments/repairs to malfunctioning equipment.
- Answer telephone.
- Perform other duties as assigned.
- Timely and regular attendance.

Status: Non-Exempt

Reports To: Security Manager

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