



SECURITY OFFICER

Department: Safety and Security
Classification: **Non-Exempt**
Status: **Full-Time**

Reports To: **Senior Security Officer**
Dates of (1st) Posting: 09/12/2024 – 09/20/2024
Salary: **Contact Human Resources**

GENERAL FUNCTIONS:

Responsible for the safety and security of the students, staff and facilities.

MINIMUM QUALIFICATIONS:

Education: A High School Diploma or GED.
Experience: Six months experience in a security or work-related capacity is preferred.
Days/Hours: 40 hours per week/ 5 days a week.

SUMMARY OF POSITION FUNCTION:

Responsible for the safety and security of the students, staff and facilities.

Job Description:

Patrols assigned areas and remain alert for disturbances, safety hazards, traffic violators, suspicious acts and/or persons, and other unusual conditions.
Enforces all authorized laws, rules and regulations.
Performs building security and safety checks.
Assists staff in quelling disturbances.
Receives complaints and makes appropriate preliminary investigations.
Ensures the physical security of buildings and property.
Performs parking and traffic control duties.
Enforces center pass policy.
Provides escort service as directed.
Ensures compliance and reporting of fleet management
Prepares and implements the scheduling for security officers and drivers

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.



FINCH-HENRY JOB CORPS CENTER

821 Highway 51 South
Batesville, MS 38606
Telephone: 662.563.4656
Facsimile: 662.563.1644
Toll Free: 800.733.5627

EDUCATION REQUIREMENTS:

High School Diploma or GED.

EXPERIENCE:

Six months experience in a security or work-related capacity preferred.

LICENSE OR CERTIFICATIONS:

A valid Driver's License is required.

Interested applicants may forward a resume and appropriate credentials to:

Finch-Henry Job Corps Center
Attn: Human Resources
pittman.lucy@jobcorps.org
Visit our website at:
<https://www.etrky.com/career-center/>
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