



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Security Guard	Job Code:	901300	Job Grade:	06
Reports To:	Guard Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Security and Emergency Management	Loc. Code:	4011075	SIC Code:	7381
				WC Code:	7220
Division:	Security	CS Code:	Ð C	EEO Code:	D04

Summary of Functions: Performs routine patrol and regulatory duties related to the safe guarding of Dallas County property.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Performs security duties in and around County property and assists in controlling disturbances on County property, takes necessary action to prevent injury to persons and loss of property, and reports all circumstances to immediate supervisor.	25	E
2. Responds to fire alarms, bomb threats, medical emergencies, burglar alarms and other calls for service.	20	E
3. Assists in the process of screening persons entering the Courts buildings of Dallas County, and documents any problems that occur.	15	E
4. Reports maintenance needs identified while performing rounds and operates as dispatch for maintenance after hours and weekends.	10	E
5. Enforces County policies (i.e. smoking, soliciting, parking violations, etc.) on County property.	10	E
6. Extinguishes lights and secures doors on County property during non-business hours, patrols and escorts County personnel.	10	E
7. Documents lost and found merchandise, confiscated items and contraband; notifies next shift.	05	E
8. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Two (2) years of security guard work related experience or 30 hours from an accredited college or university, or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Must have a valid Texas Driver's License, with a good driving record. Must be 21 years of age and meet the

minimum mental and physical standards, be certified by the Texas Board of Private Investigators and Private Security Agency, and have completed a board approved 30-hour training program (level three training) and be awarded a certificate of completion from a board approved security officer training school. Knowledge and proficiency in the safe handling of revolver and semi-automatic firearms. Mandatory physical and psychological exam. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment.

Physical/Environmental Requirements:

Binocular vision, correctable to 20/30. Able to discriminate between standard colors. Capable of hearing ordinary conversation at ten feet, with each ear. The use of hearing aid is permissible.

Hay Points/Point Factor:

HS12=100, E2=20, VM2C=20, PD1A=5, WH2C=40, WE3A=15, IC1A=5, DL1=5, PS1=10, RE1A=5, SF1A=5, TTL: 230

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 09/15/14

Approved by Civil Service Commission on

Date 09/15/14

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.