



Karnes County Job Description

Karnes County Facility Security Officer

Department	Karnes County Facility Security	FLSA Status	Non- Exempt
Reports To	Karnes County Judge		
Salary	\$50,000 annually (\$24.04/hour), plus benefits and uniform allowance		
Employee Signature		Supervisor Signature	

Position Summary

The purpose of this position is to provide security for the occupants and public visitors of the Karnes County Courthouse and other county facilities. This is accomplished by patrolling the Courthouse, other County facilities as well as the exterior grounds; visually screening each person as they enter the buildings.

Working Conditions

This position works in the Courthouse, other County facilities and outdoors. Exposure to environmental conditions is moderate; exposure to health and safety conditions is low. Protective equipment required includes firearms, taser, and body armor. Standing, reaching, handling, vision, balancing and hearing are constantly required. Fine dexterity, walking, pushing, pulling, foot controls, twisting and talking are frequently required. Occasionally, lifting and sitting are required.

ESSENTIAL FUNCTIONS

Job Function

- Screens persons and property at all points of courthouse entry; monitors people entering the courthouse along with the possessions of those entering the courthouse; involves visual inspection, engages courthouse customers in conversation (providing additional level of contraband detection); provides directions to officers; directs people to building exit.
- Conducts periodic foot patrol of all the courthouse, parking lot, and other County facilities.
- Performs opening and closing procedures of the courthouse by physically walking all levels of the courthouse conducting a visual inspection; reports any maintenance issues discovered.
- Maintains equipment by ensuring it is used properly and calibrated throughout the workday.
- Generates reports, records and logs related to courthouse and other County facilities activity.
- Assists Bailiffs as needed; provides security or assistance in detaining, restraining or arresting individuals.
- Escorts customers from a County facility to the parking lot as needed.
- Provides security at the commissioner's court and other meetings, as needed.
- Perform all and any other related duties as assigned.

This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.



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QUALIFICATIONS

- Knowledge of rules, regulations, policies and procedures related to the daily operation and control of the facility.
- Knowledge of criminal attitudes, behavior problems and the social factors influencing criminal behavior.
- Knowledge of the legal aspects of detaining arrested persons.
- Knowledge of finger printing and the book-in process.
- Knowledge of computer software such as JMS, Ableterm and Microsoft Word;
- Ability to carry a weapon and a tazer.
- Capable of working with sensitive information and maintaining confidentiality

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"> • High School 		<ul style="list-style-type: none"> • Level IV Security Guard License • Valid Texas Driver License 	<ul style="list-style-type: none"> • Drug Test • Background 	<ul style="list-style-type: none"> • Basic computer skills

Special (Additional) Notes

CONDITIONS OF EMPLOYMENT:

- Must successfully complete a pre-employment drug screen.
- Must Successfully complete physical and psychological examination.
- Must successfully complete a background investigation.

Karnes County **currently** provides 100% medical plan cost coverage and \$50,000 life insurance at no cost for full-time employees. County employees receive retirement benefits through the Texas County & District Retirement System. In addition, Karnes County will observe paid holidays. Eligible employees will receive PTO and vacation, which are held until the completion of 90 days.

To apply, a completed Karnes County Employment Application must be submitted. A Karnes County application, a cover letter and resume can be emailed to wade.hedtke@co.karnes.tx.us and elaine.simmons@co.karnes.tx.us

Position will be posted until it is filled.