

Security Specialist

Position Details

Class Code: 4025

Job Family: Police Services

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, guards, patrols, and monitors Clark County School District property to proactively prevent criminal activity and/or District policy violations.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Monitors and controls visitor access to facilities by verifying that only authorized personnel can enter/remain in authorized areas while guarding against fire, theft, vandalism, and damage of District property.
2. Makes periodic internal and external security checks of assigned facilities and/or areas.
3. Secures surveillance camera reviews and images, utilizing compact disc/digital video disc (CD/DVD) hardware and/or software systems.
4. Reports unusual conditions, suspicious individuals and activities to school police dispatch utilizing two-way radios and/or other communication devices.
5. Logs-in all visitors; notifies appropriate personnel and directs visitors to appropriate offices.
6. Writes daily reports of job activities and irregularities, such as equipment or property damage, theft, presence of unauthorized person(s), or unusual occurrences.

7. Notifies school police dispatch and/or sounds alarm in response to fire, evacuation in the event of safety or security threats, difficulty with unauthorized person(s), or medical emergencies.
 8. Assists in carrying out responsibilities associated with crisis management protocols and procedures.
 9. Operates detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
 10. Maintains a highly visible profile in facility or assigned area to safeguard District property, maintain the safety of District employees and visitors, and monitor public movement in the area.
 11. Wears issued security attire for ease of identification and visibility.
 12. May involve intervening in and defusing physical confrontations.
 13. Communicates with visitors, the public, and District staff in a courteous manner.
 14. Maintains positive relationships with and acts as liaison to law enforcement and District officials.
 15. May administer Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves patrolling District properties/facilities to observe suspicious activities, monitor public movement, and safeguard against crimes that may be committed against District staff and the public by unauthorized individuals.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of contemporary security principles.
2. Knowledge of CPR/AED and Universal Precautions.
3. Ability to maintain daily logs of visitors entering and departing District properties.
4. Ability to learn and utilize 10- and 400-codes.
5. Ability to learn relevant regulations, policies, rules, practices, and procedures.
6. Ability to speak clearly and operate a two-way radio or other communication devices.
7. Ability to work independently.
8. Ability to communicate clearly verbally and in writing.

9. Ability to prepare reports on own initiative or as directed.
 10. Ability to communicate with visitors, the public, and District employees in a courteous manner.
 11. Ability to deliver good customer service skills.
 12. Ability to maintain confidentiality of information.
 13. Ability to speak persuasively to individuals or groups.
 14. Ability to talk effectively with persons of divergent cultural and educational backgrounds.
 15. Ability to interpret and apply written and verbal instructions.
 16. Ability to determine when to intervene in physical confrontations, when to defuse, and when to report/de-escalate.
 17. Ability to judge when to act independently and when to refer situations to a supervisor.
 18. Ability to work flexible hours and shifts.
 19. Ability to work cooperatively with employees, outside agencies, and the public.
 20. Ability to recognize and report hazards and apply safe work methods.
 21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years of experience as a security/law enforcement officer or a minimum of 40 hours of approved security officer/law enforcement training, as determined and approved by Clark County School District.
3. Qualified candidates must, upon final selection, obtain Clark County School District Security Specialist certificate from Clark County School District School Police Services. Certification must be renewed annually and maintained for the duration of the assignment.
4. Qualified candidates must, upon final selection, be able to pass a School Police background investigation.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by Department of Motor Vehicles (DMV).
3. Current CPR/AED certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
 4. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 5. Specific documented evidence of training and experience.
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Examples of Assigned Work Areas

Clark County School District Education Center and other District facilities. Position requires utilization of handheld radios, bicycles, pepper spray, telephones, computers, printers, etc.

Work Environment

Strength

Light/heavy – exert force up to 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly. Strength to subdue resistant persons, lift, drag, or carry persons or objects.

Physical Demand

Occasional climbing, balancing, stooping, kneeling, crawling, reaching, handling, and repetitive fine motor activities. Physical condition appropriate to run for extended periods of time or ride a bicycle to patrol facilities. Frequent talking, listening, and hearing. Maintains effective audio-visual perception needed for making observations, distinguishing objects, communicating with others in person, on radio or telephone, and distinguishing voices. Vision: Frequent near and far acuity, depth perception, focal length change, color vision, and field of vision. Vision to read printed materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicle, handheld radios, bicycles, pepper spray, telephones, computers, printers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/23/23
- Created: 02/21/06