



Cow Creek Government Office

Position Description

Position Title: Security Officer

Department: Government Office

Reports To:

FLSA Designation: Non-exempt

POSITION PURPOSE:

Patrols and inspects the premises to protect the visitors, employees, and the physical and financial assets of the Cow Creek Government Office. Reports all observed safety and security issues to management.

ESSENTIAL FUNCTIONS:

- Patrols the premises, inside and outside, to observe and report security and safety concerns, including vandalism, thefts, disturbances, and complaints to management.
- Assists visitors by answering questions and providing directions and information.
- Provides constructive input to foster security improvements within the Government Operations.
- Maintains confidential information that is received in verbal, written, and electronic media. Limits access to information on a job-related, need-to-know basis.
- Creates reports in a clear and concise manner using proper grammar.
- Monitors situations, intercedes in any potentially volatile situations before they escalate, and uses reasonable force as needed to gain control of the situation.
- Coordinates with Douglas County Sheriff's Office during escalated responses.

QUALIFICATIONS:

- High School Diploma or GED Certificate required.
- 1 year of experience in security or police work preferred.
- Must be able to utilize Defensive Tactics as trained.
- Ability to add, subtract divide and multiply mathematical equations.
- Able to use proper grammar and spelling to compose reports.
- Demonstrated ability to read and comprehend written instructions.
- Intermediate computer skills in Microsoft Word required.
- Must be 21 years of age or older.
- Excellent organizational skills and the ability to handle multiple priorities and tasks at once.
- Exceptional verbal and written communication skills required.

- Current and valid Oregon Driver's License with the ability to qualify for the Drivers Program.
- Must maintain a neat, clean, and well-groomed appearance at all times (specific standards).