

CLAYTON COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SECURITY SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide specialized work performing technical and clerical duties within a detention facility environment. Employees in this class perform diversified duties in support of detention facility functions. Primary duties and responsibilities include operating control panels and monitoring security devices within a detention facility to control and monitor access/movement and calling for assistance in the pods if the Deputy/Correctional Officer is unable to respond. Security Specialists are supervised by correctional supervisors. This position is a NON-INMATE CONTACT position.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Controls facility movement: Controls and monitors detention facility and inmate Housing Unit movement using security electronics or touchscreen panels to open/close doors and gates for inmate movement with assigned areas. Checks the identification of persons entering/exiting controlled areas.

Uses and monitors security electronics systems: Monitors closed circuit television cameras (CCTV), telephones, alarm systems, intercom panels and/or doors controlled using security electronics. Maintains visual and verbal contact with sworn staff to ensure their safety. Monitors the safety of staff, visitors, and inmates by observing CCTV monitors and intercoms. Monitors facility radio transmissions to maintain an awareness of activities within various areas of the assigned facility. Ensures doors operated using security electronics works as required, tests and monitors security devices/alarms, and alerts sworn personnel to conditions or circumstances which may inhibit the safe, secure, and efficient operations of the detention facility. Calls in reports for malfunctioning equipment for which they are responsible.

Maintains Devices and Documentation: Records entries in electronic and/or handwritten log books. Is accountable for keys, restraining devices and other emergency equipment for their assigned post.

Emergencies and Security Violations: Serves as a communication liaison in the event of an emergency within detention facilities/housing units. As needed assists deputies, correctional officers and other persons by providing information during emergencies. Alerts sworn personnel of any security violations and/or potentially threatening situations.

Operate control panels for electronic doors, security devices, and alarms in order to control ingress and egress within detention facilities/housing units.

Clayton County, Georgia ~ Security Specialist

Operate data terminals and computerized equipment.

Rapidly and accurately enter, modify and retrieve information in criminal justice information systems.

Alert appropriate personnel of security violations and potentially threatening situations.

React promptly and correctly in emergency situations.

Understand and follow verbal and written instructions.

Maintain accurate records.

Make logical decisions in accordance with departmental policies and procedures develop and maintain effective working relationships with employees, supervisors, members of other law enforcement.

Work under stress.

Communicate clearly and concisely in English, verbally and in writing.

Manage time to ensure tasks are completed in priority order, address multiple demands and meet deadlines, organize activities in order to maximize efficiency.

Focus attention on tasks, which may be complex , routine, or repetitive, without losing concentration or becoming distracted by external activities.

Exercise fair and impartial judgment in dealing with people of varied races, color, religion, national origin, sex, disability and familial status.

Work well with varied and demanding people.

Work from broad direction with limited supervision.

Adapt to interruptions, equipment failures, unusual demands, or changing priorities.

ADDITIONAL FUNCTIONS

Ethical Practice.

Relationship Management.

Communication.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; must be 18 years of age or older.

ADA COMPLIANCE

Physical Ability: While performing the duties of this job, the employee is occasionally required to stand; walk, sit; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 50 pounds.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: The employee routinely works in an indoor environment but will occasionally work in outdoor weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.