



PARISH OF CADDO
Department of Finance
Human Resources Division
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Closing Date:
 Starting Rate:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

EFFECTIVE: 08/10/2006
REVISED: 11/28/06;01/01/07

JOB TITLE: Security Officer

DEPARTMENT: Juvenile/Detention

FLSA Status: Non-Exempt

HOURS: 8-5

SALARY RANGE: \$12.85 - \$19.34

GRADE: 15

Under general supervision, is responsible for court security and crowd control of persons entering court facility.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Conducts security checks of persons who enter the court facility.
- Answers requests for information and direct individuals to proper courtroom or office. Answers telephone and escorts residents to visiting area.
- Conducts preliminary investigations relevant to disturbances within assigned area. Interviews disturbances in order to restore peace.
- Periodically patrols facility and grounds to make security check.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Must have a high school diploma or (GED) equivalent.
- Law enforcement experience (POST CERTIFIED) required for this position. If not POST Certified, must be willing to attend and successfully complete Shreveport Police Academy Training.
- Will be required to wear a fire-arm and be proficient in its use.
- Must be able to effectively communicate both orally and in writing.
- Ability to comprehend both written and oral instructions.
- Ability to develop and maintain courteous and effective working relationships with staff and the public.
- Must possess a valid driver's license with no more than two (2) traffic citations, other than parking violations, during the last twenty-four (24) months.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will stand, reach, stoop, kneel and run as required by the job, lift /carry up to fifty (50) pounds, and assist with lifting up to one-hundred-fifty (150) pounds.