

SUDDEN VALLEY COMMUNITY ASSOCIATION

Employment Position Description

Department: Security

Location: Sudden Valley Community

Job title: Security Officer

Reports to: Chief of Security

**Salary Range:
\$12 - \$13/hour**

**Type of position:
Part Time: Nights and Weekends**

**Hours: 30 hrs/wk
Various Shifts**

Job Description and Responsibilities

- Investigates situations and makes required reports.
- Operates base and mobile communications equipment.
- Maintains physical fitness
- Maintains clean, neat, presentable appearance
- Possesses knowledge of accepted procedures governing Security.
- Possesses knowledge of SVCA rules and regulations
- Develops and maintains good observation and patrol techniques
- Possesses knowledge of Sudden Valley streets and buildings
- Possesses knowledge of referral agencies, Sheriff's Department, Paramedics, Ambulance, and Fire Department
- Documents and maintains logs for future reference
- Documents all accidents on correct accident report forms
- Obtains event numbers for the daily log and furnishes written reports to those agencies
- Fills in daily log detailing events of the shift
- Fills in daily event sheets which tracks statistics used in the monthly board reports.
- Maintains a temperament to withstand oral abuse when carrying out assignments and dealing with people.
- Maintains effective working relationships with staff, board members, volunteers, members and the general public.
- Undertakes other responsibilities as the Chief of Security may assign

Note: This job description is not intended to be an all-inclusive list of the responsibilities, duties and skills required of personnel assigned to this classification. In addition, all personnel may be required to perform duties outside of their normal responsibilities from time to time to meet the ongoing needs of Sudden Valley Community Association.

Work Experience/ Requirements:

- Previous security experience preferred
- Strong computer skills required
- Must be at least 21 years of age
- Must pass a background check.
- Must have valid WA State driver's license
- Must have clean driving record

Additional Requirements:

- Previous security experience preferred
- Must be at least 21 years of age
- Must pass a background check.
- Must have valid WA State driver's license with clean driving record and auto insurance
- Must meet the requirements of a drug-free workplace; drug test required