

## Security Officer Unarmed

Our unarmed officers provide physical security, fixed and roving patrols, access control, vehicle inspection, x-ray machines and magnetometer screening; Close Circuit TV (CCTV) monitoring; dispatch; visitor processing; VIP protection; and administrative services.

### RESPONSIBILITIES:

- Provide security protection and access control.
- Provide security protection for all private and government property, classified material and personnel within assigned areas of responsibility to preclude unauthorized access, theft, or intentional destruction.
- Report/respond to unusual or emergency situations.
- Be alert for potential security, property or safety concerns and initiate the appropriate actions.
- Control ingress/egress into and/or out of posted/controlled/security areas.
- Prevent/report all violations of security and safety rules and regulations.
- Respond to protective alarm signals or other unusual/suspicious activities.
- Maintain a working knowledge of all security and guard orders, written and oral, pertaining to the assigned duties.
- Perform other duties as assigned.

### QUALIFICATIONS:

- High School education or GED equivalent.
- Background investigation and pre-employment drug screening is conducted.
- Minimum of 6 months prior security experience or equivalent workforce experience.
- Ability to handle office related material such as, computer equipment, printout paper, notebooks, ledgers, badge printer.
- Strong teamwork and communication skills. Must be flexible/adaptable to constantly changing environment.
- Ability to make verbal and written presentations related to site procedures and post orders.
- Intermediate to advanced level keyboard and computer skills.
- Ability to coordinate multiple assignments, actions and direct others to locations and tasks.
- Ability to use sound judgment in stressful situations and capable of staying alert during period of inactivity.

### PHYSICAL REQUIREMENTS:

- May be required to lift and carry awkward items weighing up to 25 lbs. Requires intermittent standing, walking, sitting, squatting, stretching and bending throughout the workday.

## Security Officer Armed

### RESPONSIBILITIES:

- Security patrols
- Access control
- Security related personnel escort duties, traffic, parking control, law and order duties, as well as security and fire safety surveillance
- Other duties as assigned

### QUALIFICATIONS:

- You are a U.S. Citizen (Birth or Naturalized) or a lawful permanent resident and current or honorably discharged member of the U.S. Armed Services/Military;
- At least 21 years of age;
- H.S. Diploma/GED;
- Minimum two (2) years armed or unarmed experience in physical security OR have you served minimum two (2) years in the U.S. Armed Services (including reserve or national guard), OR any combination of two (2) years' experience in physical security and service with the U.S. Armed Services, OR Associates Degree in Security or Law
- Enforcement related field, OR successful completion of a police officer's basic training academy;
- Read, speak and understand English language fluently;
- Ability to prepare detailed written reports and fill out forms;
- Familiar with computers and keyboard operations.
- Other Requirements:
- Successfully pass an employment physical;
- Successfully pass background checks to include criminal, credit, and/or driving record;
- Successfully pass all training and obtain required certifications to include CPR, First Aid, and AED;
- Must be able to obtain and maintain a required Armed DC SPO license;
- Must meet client suitability.

### PHYSICAL REQUIREMENTS:

- May be required to lift and carry awkward items weighing up to 50 lbs. Requires intermittent standing, walking, sitting, squatting, stretching and bending throughout the workday.