



City of Kansas City, Missouri Job Class Specification

Job Title: SECURITY OFFICER

Department: MULTI

Job Code: 5507

Status: NONEXEMPT

Grade: L-3

Summary

This is security work in safeguarding buildings and public property against damage, loss and theft and in maintaining order in the Municipal Court.

Routine security work involves safeguarding buildings and properties through regular inspections, but may involve some responsibility for receiving or sending routine messages, answering requests for information, walking long distances and assisting visitors or patrons.

While working in the Municipal Court the security officer is responsible for the guarding of prisoners and defendants during their appearance in court, the opening and closing of each court and assisting as requested with the preparation of records and dockets for use in court hearing. In addition, the security officer will render general assistance to municipal judges and other court personnel as requested.

Duties are performed according to well-established laws, rules and procedures and require the use of independent judgment and tact. The use of discretion is needed in dealing with emergencies, determining the proper action to be taken and in reporting irregularities to the proper authorities.

Duties and Responsibilities

- Makes regular rounds inside and outside buildings and around grounds to watch for prowlers, fires, water leaks, lighting deficiencies or any other irregularities; checks locks, secures areas and punches watchman clocks at established intervals.
- Maintains work area in safe and organized manner; answers telephone, takes messages, monitors computer security systems; notifies supervisor of any irregularities when at control center/security center.
- Directs traffic into proper areas; serves as security officer in parking lots and patrols the area where market patrons park their cars.
- Patrols assigned areas to keep out unauthorized persons; watches for unauthorized dumping; prevents vandalism.
- Assists patrons at events and maintains crowd control; takes theft and loss reports and processes lost and found items; escorts disorderly persons from premises.
- Prepares reports and maintains records as necessary.
- Responds to fire and security alarms.
- Maintains work area in safe and organized manner.
- Serves as bailiff of municipal court; calls court to order, maintains order while court is in session and closes court sessions; supervises and has full custody of prisoners and defendants during their appearance in court.
- Makes arrests as an officer of the court under instructions of a municipal judge.
- Assists a municipal judge in preparing for court sessions and in the orderly processing of cases during court sessions.
- Serves summons, subpoenas, writs of attachment, executions, warrants, surrender papers and other court instruments as necessary.
- Summons defendants and prisoners as their cases are called; notes the court action on the various documents.
- Performs related duties as required.

Technical Skills	<ul style="list-style-type: none"> ▪ Must demonstrate knowledge of the buildings and grounds patrolled and the rules and regulations governing admission to and departure from the buildings or grounds area and rules governing vehicular traffic on the premises; basic computer operation, closed circuit TV and fire/security alarm system and two-way radio. ▪ Demonstrate ability to exercise alertness and judgment to detect, and, as necessary, report, probable danger of loss or injury to life or property; follow oral and written instructions; prepare and file written reports and maintain routine records; receive and properly dispose of as well as dispatch routine communications and requests for information; react quickly and calmly in emergencies, recognize unsafe or hazardous conditions relating to premises and crowd control; ▪ May be required to demonstrate skill in the care and use of firearms. ▪ Must demonstrate ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions.
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Education and Experience	High school graduation and one (1) year of experience as a security officer.
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Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> ▪ Must pass a background check, drug screen and a physical examination as prescribed by the City. ▪ May be required to obtain the appropriate license issued by the Kansas City, Missouri Police Department, depending on the specific assignment. ▪ May be required to possess a valid State –issued driver’s license in accordance with the City of KCMO policies.
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Supervisory Responsibility	None
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Supervision Received	Work is performed under general supervision.
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Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created	9/06
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Revised	8/2022
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