



Office of Human Resources

Security Specialist

General Statement of Duties

Performs standard level technical and administrative support to Deputy Sheriffs by maintaining security in a detention facility through the operation of security controls and equipment related to the custody and movement of inmates.

Distinguishing Characteristics

This classification is distinguished from Security Officer which performs first line security duties at various city facilities by patrolling, monitoring, and inspecting all areas for any irregular or unauthorized activities or unsafe conditions.

This classification is distinguished from Deputy Sheriff which performs entry level to full performance level protective services work for Denver County by providing for the security, care, custody and safety of Denver County prisoners and the public in detention, medical, court and transportation settings. In addition, a Deputy Sheriff is required to carry, use, and maintain firearms such as handguns and shotguns. Finally, a Deputy Sheriff has direct contact with inmates, whereas a Security Specialist has no direct contact with inmates.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

None

Essential Duties

Through the use of closed captioning television (CCTV) monitoring and intercom control, observes the movement of Deputy Sheriffs and any medical and counseling staff within the detention facility to ensure their safety and security.

Monitors and controls inmate movement within the detention facility's secured areas by operating devices to control doors and elevators.

Provides administrative support in areas of inmate management and control where no contact with inmates is required, including the maintenance of records and files.

Tracks, observes, and records inmate movement and population which includes logging visitations , contacts, medical needs, incident reports and other important information.

Monitors and controls radio traffic within the detention facility, which includes shutting down non- emergency traffic during a crisis situation.

Monitors emergency alarms and notifies the Deputy Sheriff Sergeant on duty when an alarm indicates an emergency situation.

Observes controls for alarms, doors, and elevators to ensure systems are operable.

Monitors the visitation of inmates and screening persons seeking access to the detention facility's secured areas.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail Is thorough when performing work and conscientious about attending to detail.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Speaking – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of building safety and security sufficient to be able to respond to a variety of emergency and urgent situations.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe working environment.

Knowledge of CPR and first aid techniques sufficient to be able to perform lifesaving measures and render first aid when needed.

Ability to remain calm and communicate effectively under adverse conditions.

Ability to think and react appropriately under emergency conditions with little or no supervision.

Ability to utilize video and alarm system equipment.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

None

Education & Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

By position, may require a Colorado Class "R" Driver's License by the completion of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Exposure to offensive inmates and/or public.

Contact with inmates and/or public under a wide variety of circumstances.

Subject to injury from moving parts of equipment.

Exposed to unpleasant elements (accidents, injuries, and illness)

Subject to varying and unpredictable situations.

Handles emergency or crisis situations.

Exposed to odors in jail facility, inmate or public areas. Subject to many interruptions.

Subject to long, irregular hours.

Pressure due to multiple calls and inquiries.

Exposed to sufficient noise to cause distraction or possible hearing loss.

Exposed to conditions where there is danger of life, body, and/or health.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder. Pushing: exerting force upon an object so that the object is away. Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet. Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees. Crouching: bending body downward and forward by bending legs. Crawling: moving about on hands and knees or hands and feet. Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships. Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus. Color Vision: ability to distinguish and identify different colors.

Background Check Requirement

Criminal Check

By position, Motor Vehicle Record

Assessment Requirement

Security Specialist

Probation Period

Six (6) months.

Class Detail

FLSA Code: N

Management Level: 10

Established Date: 8/1/2018

Established By: Lori Schumann

Revised Date:

Revised By:

Class History: