

# Armed and Unarmed Security Officers

Location: Dallas/Fort Worth, Tx and surrounding metroplex

Salary Range: \$17.00 To \$25.75

Part-Time can be up to 30 hours per week if available opportunities

Full-Time will be 40 hours

## Full Job description:

Contract Security Officers will provide commercial, private, state or federal government protection providing roving patrol, screening visitors, access control, and security interests from theft, property vandalism, and illegal entry to property by performing the following task and other duties as tailored by each client and Texas Advocacy Security Force management team:

## Responsibilities:

- Permits authorized persons and regulates vehicle pedestrian traffic at entrances to maintain orderly flow
- Assists management and law enforcement officers in emergency situations
- Writes investigation reports of incidents and works with police personnel when needed
- Provide first aid if necessary
- Monitor and respond to alarms
- Monitor CCTV cameras throughout shifts
- Handle employee complaints
- Notify staff of visitors not cleared for entry
- Ensure proper credentials of staff
- Warns violators of rule infractions such as smoking, parking, possessing forbidden articles, or expels persons engaging in suspicious or criminal acts
- Watches for and reports irregularities such as fire hazards, leaking water pipes, and doors not secured properly
- Inspects assigned areas and records data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment
- Frequent patrols of building, grounds of facilities, and also public areas to detect any unsafe conditions
- Calls police or fire department by phone when necessary

- Detain unauthorized persons found on property until law enforcement arrives
- Trained and proficient to work multiple locations in case of vacations or call-offs
- Inspect doors, windows, and access gates to ensure secured properly
- Monitor vehicles entering and exiting facilities
- Sign for and X-ray packages entering facility
- Keep professional attitude at all times/stay respectful to each officer/management and client
- Maintain proper licensing during renewal period

### Qualifications:

- 21 years of age or older
- High school diploma or GED equivalent
- Valid level 2 or level 3 commission card or ability to receive license before start date
- Top secret clearance preferred but not required
- Valid and current Driver's License for specified state
- Must be a US Citizen
- Must meet the following experience requirements:
  - 2 years of armed security experience within the past 5 years
  - 2 years of unarmed security experience or be trainable
  - If prior military, no experience necessary
- Must be able to physically perform all duties
- Must be able to pass drug test, physical and MMPI exam
- Criminal background check will be conducted and no final or pending felony convictions, crimes of violence, or serious misdemeanor (nothing greater than class C misdemeanor) otherwise will disqualify applicant from working on this contract
- Must be able to speak and read English
- If military service is used to meet requirements a DD214 must be produced and the discharge must be Honorable
- Applicant must be able to provide employment information for the last 5 years and 3 character references

### Availability:

- Must be available to work your scheduled shift and be available to work on short notice for call-offs

Physical Demands:

- Officer must maintain professional appearance at all times (i.e. uniform press, boot shine if needed, and proper grooming)
- Officer will be regularly required to stand, walk, sit, talk, or hear. Officer is frequently required to use hands and fingers to handle or feel.
- Officer may be required to reach with hands and arms, climb, balance, stoop, kneel, crouch, or crawl.
- Officer will be required to occasionally lift and or move up to 25 pounds.
- Officers must be able to react, process pertinent information and move quickly in any emergency situations
- Officer will be required to have good vision abilities to include close vision, distance vision, depth perception, ability to adjust focus and ability to see and distinguish colors.

Reasonable accommodation can be made for Officers with diagnosed disability to perform essential functions.

*Texas Advocacy Security Force, LLC is an equal opportunity employer and prohibits discrimination and harassment of any kind. Texas Advocacy Security Force, LLC makes employment decisions on the basis of business needs, job requirements, individual qualifications and merit. Texas Advocacy Security Force, LLC wants to have the best available people in every job. Therefore, Texas Advocacy Security Force, LLC does not permit its employees to harass, discriminate or retaliate against other employees or applicants because of race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, military and veteran status, age, physical or mental disability, genetic characteristic, reproductive health decisions, family or parental status or any other consideration made unlawful by applicable laws. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation benefits, and separation of employment. The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Any questions or concerns should be referred to the Human Resources Department.*