FOIA-2009-000228

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CLASSIFICATION: SECURITY INSPECTOR
COMMUNICATIONS CENTER OPERATOR (CCO)

GENERAL DESCRIPTION OF JOB DUTIES:

Responsible for the operation of all systems and equipment in the security communicating center. This includes such things as handling normal security radio communications; responding to emergency calls and alarms; recording information; inputting data to operate various automated systems; observing and reporting deviations in system and equipment operations; making announcements over the facility public address system; and performing other duties related to the Communication Center as required. When not on duty in the Communication Center, will function as a SECURITY INSPECTOR.

GENERAL DESCRIPTION OF JOB QUALIFICATIONS:

A candidate for this position must be qualified as a SECURITY INSPECTOR or be able to meet the qualifications for the SECURITY INSPECTOR classification. In addition, a candidate for this position must be able to speak clearly; work in a confined area; handle emergency situations; understand written instructions; and learn to input data through a typewriter keyboard. Previous experience working in a security communications center is desirable.

EFFECTIVE: April 22, 1986.

NOTE: The Description of Job Duties basically contains general information for the purpose of allowing an employee to determine if he/she is interested in and qualified for bidding on the job.

This is not intended to be a complete description of the duties or qualifications for this classification.

CLASSIFICATION: SECURITY INSPECTOR
SPECIAL RESPONSE TEAM (SRT)

GENERAL DESCRIPTION OF JOB DUTIES:

Personnel filling this position are expected to display firearms proficiency on initial entry and maintain an acceptable proficiency level during their career.

In addition, personnel filling this position must exhibit personal stability; maturity; be able to deal successfully with a wide range of personnel; demonstrate sound judgement in sensitive situations; function well as a member of team, and be able to perform duties under a wide variety of environmental and social conditions

GENERAL DESCRIPTION OF JOB QUALIFICATIONS:

The following selection procedures will be used to determine qualified personnel for the SPECIAL RESPONSE TEAM:

- Applicant for position must have signed the bid sheet prior to filling of the opening.
- Seniority will prevail if qualifications are met.
- Applicant must have met physical fitness offensive combative qualification.
- Applicant must meet firearms qualification requirement at time of selection by:
  - a. Firing 210 or more on the Day Pistol Course on first attempt.
  - b. Firing qualification score on the Night Pistol Course on the first attempt.
  - c. Firing qualification score on the Day Shotgun Course on the first attempt.
  - d. Firing qualification score on the Night Shotgun Course on the first attempt.

EFFECTIVE: October 25, 1984

NOTE: The Description of Job Duties basically contains general information for the purpose of allowing an employee to determine if he/she is interested in and qualified for bidding on the job.

This is not intended to be a complete description of the duties or qualifications for this classification.