



American Samoa Community College
Security Office
IN-HOUSE EMPLOYMENT OPPORTUNITY

Position Title: Security Officer II
Employment Status: Full-Time/12-Month (Career Service)

General Description:

The Security Officer II reports directly to the Lead Security and serves as part of Campus Security for ASCC. He/she works on designated shifts; upholds all safety procedures of ASCC; patrols the entire campus, carries an after-hours phone; monitors time clock procedures for ASCC; and maintains a daily log of noticeable events and circumstances on a database for review by the supervisor.

Job Duties and Responsibilities:

Administrative

- Examine doors, windows, and gates to ensure security; uses College keys to open and close buildings; monitors buildings for unauthorized persons and/or suspicious activities
- Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles
- Provide escort services for visitors, students, staff, and faculty as necessary; provides other public assistance
- Remain alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive
- Patrol and monitor assigned parking areas to provide public security and assistance.
- Maintain security controls for issued campus keys; safeguards and controls issued College equipment.
- Be able to manage the situation of local workers
- Represent the Security Division if invited to a meeting or attend trainings
- Ensure the safety of people in the event of Natural Disasters
- Be willing to carry out additional shifts if an employee calls in sick
- Monitor and supervise the safety of the equipment used in each shift

Reporting

- Watch for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contracts emergency responders, such as police, fire, and/or ambulance personnel as required
- Compile weekly, monthly, and annual reports
- Prepare routine, standardized reports
- Serve as Campus Security Authority as outlined by the Clery Act
- Perform other duties as assigned by Lead Security or Security Officer

Minimum Qualifications:

- Associate's degree
- Must have three (3) to five (5) years of work experience in direct field
- Ability to successfully conduct security patrols without direct supervision
- Ability to communicate effectively, both orally and in writing
- Ability to understand and follow specific instructions and procedures
- Strong interpersonal skills, flexibility, and customer service orientation
- Ability to react calmly and effectively in emergency situations
- Skills in performing building security and lock procedures
- Knowledge of public security codes, policies, and regulations

Salary: GS 11/06-10: \$15,119.00 - \$17,719.00 per annum

Application Deadline: October 15, 2021 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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