



SECURITY OFFICER III
(Working Title: Security Officer Senior)
PART-TIME/HOURLY

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and surrounding areas. Our three major campuses serve over 18,000 credit students, and provide training for an additional 14,000 students through the Community College Workforce Alliance. Over the years we have educated more than 275,000 people in the Richmond area. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of **Security Officer III, Pay Band 3**. These positions may be assigned to any of the three college campuses.

DUTIES: To provide safety and security to students, faculty and staff in a professional, courteous manner. To maintain order and uphold the image and respect of the department and the college. Position is required to work day, evening, night, holiday, or weekend shifts and may be assigned to any of the three college campuses.

QUALIFICATIONS REQUIRED: Working knowledge of statute enforcement; safety and security concepts, principles, procedures, and techniques. Working knowledge of customer service practices and principles. Demonstrated ability to follow and give oral and written instructions; and to react appropriately in routine and emergency situations. Demonstrated ability in the use of communication equipment, alarm systems, and other types of police/security equipment. Demonstrated ability to communicate effectively, both orally and in writing with a diverse population. Valid Virginia driver's license, and high school diploma or equivalent required. Department of Criminal Justice Services (DCJS) certification as a campus security officer or the ability to maintain is required. The selected candidate must be able to pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED: Security experience on a college campus or other public service environment is preferred. Current DCJS certification as a campus security officer is preferred. Basic knowledge in the use of personal computers. First aid and CPR Training Certification is also preferred.

TYPE OF POSITION: Part-time/hourly position without state benefits. **Starting Salary:** \$11.54 per hour, based on related experience and pre-employment salary.

APPLICATION DEADLINE: Applications will be accepted until the positions are filled.

APPLICATION PROCESS: To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>.