



**JOB INFORMATION**

|                         |                      |
|-------------------------|----------------------|
| Job Code                | NA02B                |
| Job Description Title   | Security Svcs Rep II |
| Pay Grade               | CP04                 |
| Range Minimum           | \$34,230             |
| 33rd %                  | \$38,790             |
| Range Midpoint          | \$41,070             |
| 67th %                  | \$43,360             |
| Range Maximum           | \$47,920             |
| Exemption Status        | Non-Exempt           |
| Approved Date:          | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 3/22/2023            |

**JOB FAMILY AND FUNCTION**

|               |                 |
|---------------|-----------------|
| Job Family:   | Campus Services |
| Job Function: | Campus Safety   |

**JOB SUMMARY**

Provides security for University property and ensures the safety of Auburn University students, faculty, staff, and visitors by monitoring cameras, patrolling and examining buildings and grounds, watching for and reporting irregularities, dispatching drivers, assisting first responders, and shuttling students to and from areas throughout campus as well as surrounding areas.

**RESPONSIBILITIES**

- Patrols and maintains constant watch of an assigned area watching for suspicious activities, persons, or signs of theft or damage. Reports emergency conditions such as fire, safety hazards, leaking pipes, disturbances, criminal activity, or breaches of security to supervisor, police department, fire department, or other appropriate emergency response team or entity. Assists first responders by relaying emergency information, locating facilities, and ensuring access to facilities. May act as first responders until appropriate personnel arrive on site. May conduct welfare checks on students, staff, or visitors.
- Keeps unauthorized persons from entering restricted areas by securing buildings and facilities. Secures and opens buildings, offices, and classrooms according to approved schedule.
- Monitors CCTV cameras for criminal activities, assesses control alarms, and ensures all CCTV cameras and monitoring systems are operational. Performs visual tours of areas with a high concentration on foot traffic and report breaches in security, emergency conditions such as fire, safety hazards, leaking pipes, and disturbances.
- Provides assistance for visual coverage or investigation for emergency personnel, bookmarking and archiving important footage for future use
- Operates the night security shuttles to provide safe and reliable transportation for students to and from locations throughout campus as well as surrounding areas.
- Ensures vehicles are maintained in a safe and operational condition. Completes reports and maintains accurate and required records of riders throughout the shift and submits to supervisor at the end of the shift.
- Dispatches security shuttles and security monitors using tools such as two way radios, multi-line phones, GPS system, and dispatch logs.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---|

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education                 |     | Years of Experience | Focus of Experience  |  |
|-----------------|------------------------------------|-----|---------------------|--|--|
| High School     | High school diploma or equivalent. | and | 2 years of          | Security enforcement or services, law enforcement, military service, or other related field. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|   |  |
|---|--|
| Follows detailed instructions and procedures.                           |  |
| May work under limited supervision, and prioritize tasks independently. |  |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                        | Licenses/Certification Details   | Time Frame | Required/Desired |  |
|--|--|------------|------------------|--|
| DL NUMBER - Driver License, Valid and in State | and must pass the state driving exam to operate a state vehicle (DDC). | Upon Hire  | Required         |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

|                            |       |
|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              |            | X          |        |
| Walking                       |       |        |              |            | X          |        |
| Sitting                       |       |        |              |            | X          |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        |              | X          |            |        |
| Stooping/ Kneeling/ Crouching |       |        |              | X          |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       |        |              | X          |            |

# WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme heat           |       |        |              | X          |            |
| Humidity               |       |        |              | X          |            |
| Wet                    |       |        |              | X          |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

**Vision Requirements:**  
Ability to see information in print and/or electronically.