



SECURITY OFFICER III, #00340
(Working Title: Security Officer Senior)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Security Officer III, Pay Band 3. This position will be assigned to the Department of Police, with college-wide work responsibilities.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

The Department of Police provides safety and security services to students, faculty and staff in a professional, courteous manner. The Security Officer Senior will maintain order and uphold the image and respect of the department and the college. This position is college wide and may be assigned to any of the college campuses; and is considered "essential personnel" for inclement weather/emergency conditions. The incumbent of this position must have the ability to work a flexible schedule to include nights, weekends, and holidays; and the ability to work in shifts.

**QUALIFICATIONS
REQUIRED:**

Working knowledge of safety and security concepts, principles, procedures and techniques. Working knowledge of customer service practices and principles. Demonstrated ability with and proficiency in the use of security vehicles, shuttles/vans, communication equipment, alarm systems, and other types of security equipment. Demonstrated ability to follow and give oral and written instructions; and to react appropriately in routine and emergency situations. Demonstrated ability to communicate effectively, both orally and in writing, with a diverse population; to gather information and write factual reports; and to explain and ensure compliance with policies, rules, and regulations. Valid driver's license; a current CDL class B license or the ability to attain a CDL class B license within 12 months of hire. High school diploma or equivalent. The selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS
PREFERRED:**

Current First Aid and CPR Training Certification is preferred. Security experience in a public service oriented organization. Experience in the use of personal computers and current Microsoft software packages is also preferred.

PAY BAND RANGE: \$25,718 - \$66,683

**STARTING
SALARY:**

Approximate starting salary, \$25,718 - \$31,118, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:**

Applications will be accepted through July 28, 2017.

**APPLICATION
PROCESS:**

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>.

**CONTACT
INFORMATION:**

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