



Security/Recreational Officer

Department	Sheriff	Classification	Grade 9
Reports to	Patrol Sergeant Chief Deputy Sheriff County Sheriff	Unit	Non-union
Supervises	N/A	FLSA Status	Non-Exempt

Position Description

Provide essential security functions and maintain a secure environment throughout the facilities for judges, staff, and the general public. Operate and maintain security screening functions of the Government Center, enforce courtroom and Government Center policies and procedures relative to safety, security, and orderliness.

Perform recreational safety checks to include boat and water, snowmobile, and all-terrain vehicles (ATV).

Essential Duties and Responsibilities

- Control security entry into the Government Center, conduct security screenings.
- Patrol public areas within the Government Center.
- Provide court security, provide transports, guard inmates.
- Perform routine recreational safety check/patrol of Hubbard County lakes, trails, etc.
- Promote public safety through routine safety checks/patrol, public safety presentations, and interaction with the public.
- Prepare written reports and required documentation utilizing prescribed processes and technology.
- Manage files and related data in compliance with office and regulatory guidelines.
- Regular attendance on the job.
- Perform other duties as assigned.

Minimum Qualifications

- High school graduate or equivalent.
- 2-years post-secondary education or work experience or equivalent combination (equals to 2-years).
- Valid driver's license and reliable means of transportation.
- Pass a pre-employment law enforcement background investigation.
- Pass a pre-employment medical physical, contingent upon a conditional job offer.

Knowledge, Skills and Abilities

- Operation of motorized watercraft up to 20-feet in length, ATV's, snowmobiles, and trailers.
- Geography of Hubbard County.
- Computer systems relevant to the work performed.

- County and departmental policies, procedures and practices.
- Federal, state and local laws, rules and regulations relevant to the work performed.
- Basic life saving techniques.
- Verbal and written communication skills.
- Sound reasoning and judgment; think clearly and act quickly in emergency situations.
- Maintain confidentiality and data privacy.
- Safe working environment.
- Work with others in a variety of settings; nights, weekends and holidays.
- Follow established procedures and directives from supervisors.
- Establish and maintain effective working relationships.

Preferred Qualifications

- Work experience as a security officer.
- Experience operating boat, snowmobile, ATV.

Physical Requirements (No Screen)

Medium Work: Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

Note (Management Right)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

Revision date: 05/2024