

Please Note: If you are applying for more than one position, please submit a separate, complete application



## INTENT TO EMPLOY

Posting Date: June 5, 2020

**Position:** Security Guard

### Minimum Qualifications:

1. High school diploma or GED **required**. Associates Degree **preferred**.
2. One year of full-time related work experience with police communication, and or law enforcement **preferred**.
3. Current Alabama driver's license **required**.

### Primary Purpose:

To ensure the safeguarding of all school property, buildings and equipment. The employee will:

### Job Functions:

1. Patrol foot and vehicular patrol of campus.
2. Receive calls for routine and emergency services by phone, call boxes or radio.
3. Question callers to obtain required information.
4. Dispatch required resources to calls.
5. Monitor security cameras at all locations.
6. Respond to fire alarms and advise fire department when necessary.
7. Respond to or summon assistance for intrusion alarms.
8. Send emergency notification via e-2 campus and Alertus system.
9. Issue student identifications and parking permits.
10. Provide direction and general information about the college to visitors.
11. Issue citations for parking offenses.
12. Monitor authorized student activities for adherence to college policies and state law.
13. Provide assistance to sworn officers as requested.
14. Provide escorts for students, faculty and staff.
15. Secure college campus.
16. Lock and unlock offices and buildings as requested.
17. Report criminal violations to sworn officers.
18. Deliver messages to people that cannot be reached by phone.
19. Transport the mail and cash receipts to designated "on and off campus locations.
20. Perform other activities as requested by the Chief of Police.
21. Perform other related duties incidental to the work described herein.

**Salary:** \$25,142.00 - \$39,998.00 based on ACCS Board of Trustees Salary Schedule E5/07 and experience.

**Application Deadline:** 4:30 p.m., June 19, 2020

**Application Procedure:** A complete application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Proof of education (copy of diploma or transcripts)
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Remember **that the work experience verification completion is your responsibility**. Please visit <http://www.jeffersonstate.edu/about-jscs/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)
5. Copy of driver's license

**"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

### Materials may be submitted to:

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7764 or 856-7899  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

**EQUAL OPPORTUNITY EMPLOYER**