



JOB VACANCY ANNOUNCEMENT

August 28, 2008

POSITION : Contracted Security/Police Officer
(Part-time)

**PROJECTED
STARTING DATE:** September 2, 2008

SUMMARY: Primary function is to provide safety checks and security patrols for the college.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED.
2. Must have a valid state driver's license.
3. Some work experience in police related work preferred.
5. Must possess a valid pistol permit.
6. Ability to work nights and weekends

ESSENTIAL JOB FUNCTIONS

1. Patrols the campus by car and foot.
2. Makes visual and physical checks of buildings and grounds at different intervals.
3. Locks up buildings, secures windows turns off unnecessary lights.
4. Assist faculty, staff, students, and public in whatever way necessary.
5. Enforces campus rules and regulations by issuing warnings, tickets, etc.
6. Investigate complaints and accidents on campus.
7. Makes *daily* safety and security reports.
8. Inspects areas for safety hazards.
9. Investigate all adverse conditions and situations.
10. Ability to understand and follow oral and written instructions.
11. Ability to establish and maintain effective working relationships with administrative personnel, students, other employees, and the general public.

OTHER JOB REQUIREMENTS

1. Must pass drug test.
2. Must not have any felony convictions or crimes of moral turpitude, force, or violence.
3. Must pass a state Firearms qualification course annually to maintain employment.

PHYSICAL DEMANDS - STRENGTH RATING:

Medium Work – Exerting in excess of 50 pounds of force occasionally, and/or 20 to 50 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

This job description and specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required by their supervisor.

SALARY: \$10 per hour for Security Officer
 \$15 per hour for Police Officer

DEADLINE: Open until filled

APPLICATION PROCEDURE:

Applicants must meet the minimum qualifications and must submit a **complete** application packet by the stated deadline in order to be considered for this position. Submission of a complete packet by the deadline is the responsibility of the applicant. A complete application packet consists of the following items:

- (1) A completed and signed Lawson State Community College Application for Contracted Employment
- (3) A current resume
- (4) Three (3) current and relevant letters of reference
- (5) Certifications, Specialized training, Certificates, and /or Transcripts from all colleges attended (official or unofficial)

Finalists will be required to provide official transcripts that are mailed directly to the Office of Human Resources at Lawson State Community College from the institution(s) granting the credits. Only complete application packets received by the stated deadline will be given consideration for this position. Application forms are available from and should be returned to the following address:

Office of Human Resources
Lawson State Community College
3060 Wilson Road, Southwest
Birmingham, AL 35221
(205) 929-6313

OTHER INFORMATION:

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

The College reserves the right not to fill the position in the event of budgetary or operational constraints.

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, 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. Lawson State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.