



# Archdiocese of Omaha

## Job Description



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## Security Officer - Sergeant

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SOC Code: **33-9032.03**  
Department: **Office of Facilities Management**  
Reports To: **Security Officer - Lieutenant**  
Subordinates: **None**  
Salary Range: **N-5**  
Hours per Week: **40**  
Scheduled Hours: **Shift Work**  
Overtime Required: **Yes**  
FLSA Status: **Non – Exempt (eligible for overtime pay)**  
Last Update: **October 20, 2006**

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### Brief Overall Job Description

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Under the direction of the Lieutenant, employee will provide for public safety by maintaining order, responding to emergencies, and protecting people and property.

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### Education, Certification, & Licensing Requirements

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- High School Diploma
  - Valid Drivers License
  - 4 years experience as an Archdiocese of Omaha Corporal, or;
    - Attain the rank of E-5 or higher in a security force related field of the United States military, or;
    - 8 years experience in the security field
  - Archdiocese of Omaha Force Training – Certificate of Completion (must have within 3 months)
  - Standard First Aid – Valid Certification (must have within 3 months)
  - Standard CPR – Valid Certification (must have within 3 months)
  - Standard AED – Valid Certification (must have within 3 months)
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### Essential Duties

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- Patrol commercial or residential premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer alarms and investigate disturbances.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, residents, or employees to preserve order and protect property.



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### Essential Duties (continued)

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- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.
- Escort or drive motor vehicle to transport individuals to specified locations or to provide personal protection.
- Apprehend suspects and release them to law enforcement authorities.
- Monitor commercial or residential properties to enforce conformance to establishment rules, and to protect people or property.
- Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
- Patrol and monitor work areas and examine tools and equipment in order to detect unsafe conditions or violations of procedures or safety rules.
- Inspect work performed to ensure that it meets specifications and established standards.
- Monitor employees' work levels and review work performance.
- Investigate complaints about service, and take corrective action.
- Check equipment to ensure that it is in working order.
- All other duties as assigned by supervisor.

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### Knowledge

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- **CLERICAL** – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- **COMPUTERS and ELECTRONICS** – Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **CUSTOMER and PERSONAL SERVICE** – Knowledge of principles and processes for providing customer and personal services.
- **ENGLISH LANGUAGE** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **LAW and GOVERNMENT** – Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **PERSONNEL and HUMAN RESOURCES** – Knowledge of principles and procedures for personnel recruitment, selection, and training.
- **PSYCHOLOGY** – Knowledge of human behavior and performance; individual differences in ability; personality and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- **PUBLIC SAFETY and SECURITY** – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, property, and institutions.
- **RELIGION** – Basic working knowledge of the mission of the Catholic Church.



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### Skills

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- **ACTIVE LEARNING** – Understanding the implications of new information for both current and future problem solving and decision-making.
- **ACTIVE LISTENING** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **COORDINATION** – Adjusting actions in relation to other's actions.
- **CRITICAL THINKING** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **INSTRUCTING** – Teaching others how to do something.
- **JUDGMENT and DECISION MAKING** – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **LEARNING STRATEGIES** – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **MANAGEMENT of PERSONNEL RESOURCES** – Motivating, developing, and directing people as they work.
- **MATHEMATICS** – Using mathematics to solve problems.
- **MONITORING** – Monitoring/Assessing performance of you, other individuals, or organizations to make improvements to take corrective action.
- **READING COMPREHENSION** – Understanding written sentences and paragraphs in work related documents.
- **SERVICE ORIENTATION** – Actively looking for ways to help people.
- **SOCIAL PERCEPTIVENESS** – Being aware of others' reactions and understanding why they react as they do.
- **SPEAKING** – Talking to others to convey information effectively.
- **TIME MANAGEMENT** – Managing one's time and the time of others.
- **WRITING** – Communicating effectively in writing as appropriate for the needs of the audience.

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### Abilities

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- **DEDUCTIVE REASONING** – The ability to apply general rules to specific problems to produce answers that make sense.
- **FAR VISION** – The ability to see details at a distance.
- **FLEXIBILITY of CLOSURE** – The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **HEARING SENSITIVITY** – The ability to detect or tell the differences between sounds that vary in pitch and loudness.
- **INDUCTIVE REASONING** – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **INFORMATION ORDERING** – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **MANUAL DEXTERITY** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **NEAR VISION** – The ability to see details at close range (within a few feet of the observer).



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### Abilities (continued)

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- **ORAL COMPREHENSION** – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **ORAL EXPRESSION** – The ability to communicate information and ideas in speech so others will understand.
- **PROBLEM SENSITIVITY** – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **SELECTIVE ATTENTION** – The ability to concentrate on a task over a period of time without being distracted.
- **SPEECH CLARITY** – The ability to speak clearly, so others can understand you.
- **SPEECH RECOGNITION** – The ability to identify and understand the speech of another person.
- **SPEED of CLOSURE** – The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- **WRITTEN COMPREHENSION** – The ability to read and understand information and ideas presented in writing.
- **WRITTEN EXPRESSION** – The ability to communicate information and ideas in writing so others will understand.

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### Work Activities

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- **ANALYZING DATA or INFORMATION** – Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- **COMMUNICATING with PERSONS OUTSIDE ORGANIZATION** – Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **COMMUNICATING with SUPERVISORS, PEERS, or SUBORDINATES** – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **DEVELOPING and BUILDING TEAMS** – Encouraging and building mutual trust, respect, and cooperation among team members.
- **DEVELOPING OBJECTIVES and STRATEGIES** – Establishing long-range objectives and specifying the strategies and actions to achieve them.
- **DOCUMENTING/RECORDING INFORMATION** – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **ESTABLISHING and MAINTAINING INTERPERSONAL RELATIONSHIPS** – Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **EVALUATING INFORMATION to DETERMINE COMPLIANCE with STANDARDS** – Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **GETTING INFORMATION** – Observing, receiving, and otherwise obtaining information from all relevant sources.
- **GUIDING, DIRECTING, and MOTIVATING SUBORDINATES** – Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.



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### Work Activities (continued)

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- **HANDLING and MOVING OBJECTS** – Using hands and arms in handling, positioning, and moving materials, and manipulating things.
- **IDENTIFYING OBJECTS, ACTIONS, and EVENTS** – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **INSPECTING EQUIPMENT, STRUCTURES, or MATERIAL** – Inspecting equipment, structures or materials to identify the cause of errors or other problems or defects.
- **JUDGING the QUALITIES of THINGS, SERVICES, or PEOPLE** – Assessing the value, importance, or quality of things or people.
- **MAKING DECISIONS, SOLVING PROBLEMS** – Analyzing information, and evaluating results to choose the best solution and solve problems.
- **MONITOR PROCESSES, MATERIALS, or SURROUNDINGS** – Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **ORGANIZING, PLANNING, and PRIORITIZING WORK** – Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **PERFORMING FOR or WORKING DIRECTLY with the PUBLIC** – Performing for people or dealing directly with the public.
- **PERFORMING GENERAL PHYSICAL ACTIVITIES** – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **PROCESSING INFORMATION** – Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information, or data.
- **RESOLVING CONFLICTS and NEGOTIATING with OTHERS** – Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- **UPDATING and USING RELEVANT KNOWLEDGE** – Keeping up-to-date technically and applying new knowledge to your job.

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### Physical Demands

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be capable of negotiating rough terrain on foot to access or reach emergencies. Must be capable to operate a variety of motorized equipment. Must be capable of occasionally lifting fifty-one hundred (50-100 lb.) in confined space during execution of duties. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.



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### Work Environment

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this position functions primarily on a job site. Manual labor is required. Adverse weather conditions including prolonged exposure to temperature and precipitation extremes may be a factor in addition to potential exposure to fuels, exhaust, chemicals and hazardous implements and equipment.