NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO
PUBLIC VACANCY NOTICE

Posting Date: February 5, 2016  Application Deadline: Open Until Filled
Position: Security Officer (2 Positions)  Grade: 10
Department: Campus Police  Minimum Starting Rate: $11.36
Reports to: Police Sergeant  FLSA: Non-Exempt

Job Type: 12 Months/Full-Time

SUMMARY: The incumbent in a Security Officer position is responsible for protecting the rights of those persons with whom they have contact as provided in the Constitution of the United States, the Statutes of the State of New Mexico, the Ordinances of the City of Las Vegas and the rules and regulations of New Mexico Highlands University.

DUTIES & RESPONSIBILITIES

• Ensure that buildings on campus are secured when no longer needed at night and are opened as appropriate during the days;
• Perform building security checks for hazardous conditions, open doors, water leaks, fire detection and criminal activity utilizing the security management system (Proxy-Guard);
• On duty Security Officers shall not possess or use any type of firearm;
• Security Officers have the authority to detain but not arrest and must contact certified officers immediately for assistance;
• During exigent circumstances, Security Officers will be required to assist on-scene sworn personnel;
• Respond to assignments or special tasks in a manner to provide for efficient accomplishment of duties under the direction and supervision of the Chief of Police, or his designated representative;
• Notify the dispatcher of any criminal and/or any unusual or suspicious circumstances or behavior;
• Perform interior and exterior door checks of all buildings within his/her assigned route during shift;
• Document to the daily log all open doors; unlocked doors; damaged doors; broken windows; locks that are dysfunctional and burnt out lights, etc.;
• Document to the daily log all hazardous conditions and violations such as fires/alarms; gas leaks; and road hazards, etc.;
• Responsible for responding to emergency calls;
• Providing traffic control as necessary;
• Provide security during campus functions;
• Report all hazardous conditions and violations to the morning shift who will report them to Facilities Services;
• Check campus lighting weekly and complete appropriate paperwork;
• Provide safety escorts for NMHU students, faculty, staff and visitors;
• Maintain regular attendance;
• Perform related duties as required.

MINIMUM QUALIFICATIONS

• Education: High School Diploma or GED
• Experience: None.
  o Preferred: Previous law enforcement or security experience and/or training.
EMPLOYMENT REQUIREMENTS
- Must possess and maintain a valid NM Driver’s License;
- Must be at least 18 years of age;
- Must be free of any felony or domestic violence conviction;
- Must be willing to work overtime as required;
- The shift and/or hours of duty will be prescribed by the Chief of Police or the designated representative according to departmental needs.

KNOWLEDGE, SKILLS AND ABILITIES
- Ability to exercise good judgment and discretion in tactful contact with students, staff, and the general public;
- Ability to react quickly and calmly in emergencies;
- Ability to question and interview skillfully;
- Skill in the use of required safety and Police/Security equipment;
- Knowledge in the use of the computer;
- Ability to maintain good physical condition.

PHYSICAL DEMANDS
- Sitting……………………………………………………….Occasionally
- Standing……………………………………………………Frequently
- Walking……………………………………………………Frequently
- Bending……………………………………………………Occasionally
- Squatting……………………………………………………Occasionally
- Climbing …………………………………………………Frequently
- Kneeling …………………………………………………Occasionally
- Lifting/Carrying up to fifty (50) pounds………………Occasionally

WORK ENVIRONMENT
- Work is normally performed in an exterior setting.

APPLICATION PROCEDURE: Interested candidates must submit a University Employment Application.
References will be contacted in conjunction with interviews.

Submit application to:

New Mexico Highlands University
Human Resources Department
Security Officer Search
Box 9000
Las Vegas, NM 87701

Applications may be sent via email to: jobs@nmhu.edu
For disabled access or services call 505-454-3242 or email hr@nmhu.edu
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