



Opening Date: October 20, 2011  
Closing Date: Open Until Filled

## Vacancy Announcement #05-12 SECURITY OFFICER

**Hiring Salary: \$31,200 - \$35,907**

**DC Residents Preferred**

### **SUMMARY DESCRIPTION**

The Security Officer is responsible for safeguarding the Center's customers, general public, employees, facilities, equipment and supplies. Patrols assigned areas of the Center, on foot and/or bicycle, while observing activities to prevent hazardous and criminal conduct. Ensures compliance with established Center rules, regulations and procedures pertaining to security, safety and personnel conduct. Writes thorough and comprehensive incident reports that are provided to the Legal Services Division. Receives supervision from and reports to the Patrol Services Supervisor or Manager, Security Services or manager's designee. The incumbent must also be able to work flexible hours, including days, evenings, nights, weekends and holidays.

### **ADA ESSENTIAL FUNCTIONS**

- Ability to stand for sustained periods of time.
- Ability to walk extended distances and climb stairs to access the interior and environs of the Center.
- Ability to read and write instructions, floor plans, forms and other written material.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.

### **MANDATORY REQUIREMENT**

- Must apply for a Special Police Officer's Commission within 120 days, which includes passing a drug test immediately following receipt of employment offer letter.

### **MINIMUM QUALIFICATIONS**

- **US citizenship or Naturalization certificate required for SPO license.**
- High School Diploma or equivalent.
- One (1) year of experience in protective services.
- Valid Security Guard's License.
- Ability to meet physical and medical standards necessary for the performance of assigned tasks.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Excellent interpersonal and customer service skills.
- Proficiency in Microsoft Office Suite.

### **DESIRABLE QUALIFICATIONS**

- Valid Motor Vehicle Operator's License.
- Experience in hospitality, public contact, community relations, marketing or customer service.

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

**Computers are available in the Human Resources' lobby for on-line application purposes**

**Mondays-Fridays, 8:30am to 5:30pm.**

**Washington Convention & Sports Authority**

**Human Resources Department**

**801 Mount Vernon Place, NW**

**Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.