JOB DESCRIPTION

POSITION TITLE: Public Safety Officer

JOB CLASS: Staff

SUPERVISOR: Public Safety Sergeant

CLASSIFICATION: Full Time

LOCATION: DeLand

DEPARTMENT: Public Safety

POSITION OVERVIEW: High school diploma, GED, or an equivalent certificate of competency; supplemented by one year of related work experience; or an equivalent combination of training and experience. Must possess a “Class D” security license with the State of Florida, or be willing to pursue and secure such certification (State of Florida Chapter 493); have the ability to effectively meet and deal with the public; possess and maintain a valid Florida driver’s license and acceptable driving record; ability to pass standard law enforcement background/security check; must be in good physical condition. As this position requires the operation of University vehicles, the possession and maintenance of a valid Florida driver’s license and acceptable driving record is required.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: Under the general supervision of a Public Safety Sergeant, performs routine law enforcement and security work in the protection of people and in the safeguarding of University property. Incumbent secures assigned property against possible loss or damage and is charged with insuring the safety of all individuals on campus and responsible for equipment and vehicle maintenance.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: Patrolling assigned area by foot or vehicle; watches for unauthorized persons or activities; reports unusual instances to shift Sergeant; assists in traffic direction and parking for special details; issuing University information to visitors; escorting University community members to and from buildings and parking lots; locking and unlocking facilitates as requested by authorized person(s); issuing traffic citations; providing disaster and emergency evaluation and management; maintaining records, both manual and automated; preparing clear and concise reports regarding complaints, incidents, accidents, thefts and reporting of activities for daily logs; knowledge of: federal, state, county and municipal laws, rules and ordinances and University policies and procedures; ability to follow oral and written instructions, communicate effectively with others, follow a chain-of-command, maintain confidentiality regarding investigations, incidents, reports, etc. and safeguard the privacy of individuals; work effectively with others; deal with the public tactfully and courteously; alertness in observing unusual conditions and in reporting them to the property authorities; maintain divisional records, and prepare clear and concise reports; Skill in the application of property safety precautions and in the operation of a motor vehicle.
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WORKING CONDITIONS: Duties require both indoor and outdoor work; direct exposure to prevailing weather, extreme heat, humidity, and extreme cold; physical ability to endure standing and/or walking for long periods, bending, stooping, manual dexterity; lifting of up to fifty pounds, ability to work occasional overtime, rotating shift work, 24 hour emergency on-call status, perceptual demands for sound, form, depth. Post-job offer medical exam will be required.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.