



JOB DESCRIPTION

SECURITY OFFICER

FLSA Status: Non-exempt

Reports to: Deputy Director of Security Operations

Pay Range: \$25-35/hour

Work Status: Full Time

Location: Milwaukee, Wisconsin

About the Wisconsin Jewish Security Network

A program developed based on the decades-long practices of the Milwaukee Jewish Federation's security department, the Wisconsin Jewish Security Network has a multi-pronged approach to addressing the security needs in Jewish Wisconsin. Here are a few of our most impactful programs.

This highly specialized security agency operates on six core pillars of safety and security (education, partnerships, target hardening, intelligence, communication, and people power) that come together to create proven, trusted, comprehensive, customized security programs for every site we serve.

Summary/Objective

Security Officers maintain a safe and secure environment for staff, volunteers, and visitors by providing protection and surveillance of the Jewish community premises and properties. Officers perform additional security and facility-related functions as directed by the Executive Director and/or Deputy Director of Security Operations.

Essential Functions

Security & Prevention

- Secure premises and personnel by patrolling property; monitoring surveillance equipment; and inspecting building, equipment, and access points.
- Permit entry and record details of each person who visits the facility, as appropriate.
- Protect people and locations from harassment, physical confrontations, vandalism, and other forms of abuse or unauthorized treatment.
- Maintain a secure environment by monitoring and setting building and equipment controls.
- Ensure operation of security equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.

Incident Response & Reporting

- Prevent losses and damage by reporting irregularities; informing violators of policy and procedures; and addressing trespassers.

- Obtain help by sounding alarms.
- Complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; and obtaining signatures.
- Complete and submit incident reports after noteworthy developments.
- Use appropriate methods to respond to incidents, including utilizing weapons in times of extreme attack when non-violent options have been exhausted.

Additional Functions

- Ensure weapon is well maintained and secure.
- Maintain organization's stability and reputation by complying with legal requirements.
- Write and update security documents and procedures as needed/directed.
- Contribute to team effort by accomplishing related results as needed.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e., changes in personnel, workload, or technological developments).

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Certification and Experience

- Registered as current sworn law enforcement officer in good standing; or certified HR218 status; or ability to obtain Wisconsin State Security License and Firearms Permit
- Valid Wisconsin Concealed Carry Weapons (CCW) license preferred
- Valid driver's license, free of any restrictions that prohibit use of a vehicle
- Knowledge of state laws and regulations
- Working knowledge of public safety, security operations and procedures
- Trained in first aid
- Clear criminal record

Required Skills/Abilities

- Outstanding surveillance and observation skills
- Ability to exercise good judgement
- Excellent decision-making and communication skills
- Ability to work calmly and efficiently, particularly when under duress
- Willing to participate in requested training
- Strong commitment to the well-being of others

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment and Physical Demands

This position operates in a variety of working conditions, including inside and outside work environments, at times under uncomfortable conditions and irregular work hours. This is an active role,

requiring excellent mobility, vision and dexterity. This role frequently uses standard security and safety systems including extensive check-in process, systems checks, security cameras and stations. Must be able to use firearms safely and appropriately. Requires the ability to lift boxes, bend, reach, stoop or stand, as necessary. On rare occasions it may be necessary to lift and/or move up to 50 pounds, usually waist high.

Equal Employment Opportunity

The Wisconsin Jewish Security Network provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.