



Security Officer Essential Job Functions

ACTIVITIES

Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources	
Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person	
Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form	
Making Decisions and 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	
Performing for or Working Directly with the Public - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores and receiving clients or guests	
Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data	
Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events	
Resolving Conflicts and Negotiating with Others - Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others	
Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others	
Inspecting Equipment, Structures, or Material - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects	
Coordinating the Work and Activities of Others - Getting members of a group to work together to accomplish tasks	
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	
Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others and maintaining them over time	
Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job	
Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work	
Developing and Building Teams - Encouraging and building mutual trust, respect, and cooperation among team members	
Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used	
Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others	



SKILLS & WORK STYLES

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.	
Manage Ambiguity - Effectively cope with change, shift gears comfortably, decide and act without having the total picture, and handle risk and uncertainty.	
Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	
Speaking - Talking to others to convey information effectively.	
Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	
Coordination - Adjusting actions in relation to others' actions.	
Reading Comprehension - Understanding written sentences and paragraphs in work related documents.	
Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.	
Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.	
Writing - Communicating effectively in writing as appropriate for the needs of the audience	
Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one	
Persuasion - Persuading others to change their minds or behavior.	
Service Orientation - Actively looking for ways to help people.	
Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	
Negotiation - Bringing others together and trying to reconcile differences.	
Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things	
Integrity - Job requires being honest and ethical	
Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.	
Self-Control - Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations	
Cooperation - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude	
Attention to Detail - Job requires being careful about detail and thorough in completing work tasks	
Adaptability/Flexibility - Job requires being open to change (positive or negative) and to considerable variety in the workplace	
Stress Tolerance - Job requires accepting criticism and dealing calmly and effectively with high stress situations	
Leadership - Job requires a willingness to lead, take charge, and offer opinions and direction	
Concern for Others - Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job	
Initiative - Job requires a willingness to take on responsibilities and challenges	
Persistence - Job requires persistence in the face of obstacles	



Independence - Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done	
Social Orientation - Job requires preferring to work with others rather than alone, and being personally connected with others on the job	
Achievement/Effort - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks	
Innovation - Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems	

PHYSICAL

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	
1. Lifting/ Carrying	
2. Sitting	
3. Standing	
4. Walking	
5. Climbing	
6. Kneeling	
7. Bending/Stooping	
8. Twisting	
9. Pulling/Pushing	
10. Simple Grasping	
11. Fine Manipulation (includes keyboarding)	
12. Reaching above Shoulder	
13. Driving a Vehicle (Specify) if applicable to the position?	
14. Traveling	
15. Safe handling of any equipment, material or vehicle that may be required in performing job duties? if applicable to the position?	