

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Park Security Officer		<b>Class Code:</b> 005AA3
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> POLE 3	<b>Effective Date:</b> 12-6-13
	<b>Summary:</b> Incumbent works in a state park performing security duties and checking for rule infractions to ensure a secure and safe environment for all park guests and employees.		

**Duties:**

- Monitors actions of park users for rule infractions;
- Remedies minor problems such as area overcrowding and traffic congestion;
- Performs general security and safety duties such as checking for vandalism, securing buildings and watching for fires;
- Acts as a first responder for property emergencies such as but not limited to missing persons, personal injury, vehicle accidents, fires and severe storms;
- Submits daily report of activity;
- Writes incident reports to be submitted to supervisor and records all incidents;
- Conducts regular inspections of fire extinguishers;
- Operates a patrol vehicle;
- Provides information to park users;
- Assists sworn officers in relation to the property as needed;
- Assists in gate operations;
- Performs related duties as required.

**Job Requirements:**

- Ability to obtain a valid Indiana operator's or commercial driver's license;
- Ability to obtain certification in First Aid and CPR;
- Working knowledge of the specific park rules and regulations;
- Working knowledge of state and federal laws;
- Ability to deal tactfully with the public;
- Ability to communicate well verbally, answering questions and giving directions, maintaining a positive image with the visiting public;
- Ability to make decisions and act quickly and decisively on the determined course of action.

**Difficulty of Work:**

Work consists of routine assignments. Incumbent makes choices in evaluating situations and applying rules. Incumbent takes action in enforcing rules and remedying minor problems. All incidents and actions are reported to the property manager.

**Responsibility:**

Incumbent is given general instructions but makes choices as to application of rules and remedies and evaluating situations working independent of direct supervision. Unusual or serious problems or infractions are referred to the property manager and/or the proper law enforcement agency. Errors in choices or actions usually result in minor inconvenience for the public or minor loss of time.

**Personal Work Relationships:**

Incumbent provides general information to park users and information on rule infractions and other problems to the property manager and/or the proper law enforcement agency.

**Physical Effort:**

Incumbent is not required to exert above normal strength or effort.

**Working Conditions:**

Incumbent works in a state park, frequently outdoors in all kinds of weather.