

SECURITY GUARD

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NATURE OF JOB

Under limited supervision, serves as a uniformed member of QUALLS SECURITY & INVESTIGATIONS (QSI) agency, performing routine duties requiring independent judgment in the methods related to security guard duties; requires the exercise of tactful and assertive interpersonal communication skills.

EXAMPLES OF WORK

- Patrols the complex to ensure the security of facilities.
- Patrols industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among residents, visitors, and patrons.
- Warn persons of rule infractions or violations.
- Maintains confidentiality of sensitive information
- Participates in training sessions.
- Performs other related duties as assigned.

EDUCATION, EXPERIENCE AND ABILITIES

Requires a minimum of a high school diploma or GED; the ability to communicate effectively and interact well with people of all ages and diverse backgrounds; or any equivalent combination of education and experience, which provides the required knowledge, skills, and abilities.

- **English Language** -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Speaking** -- Talking to others to convey information effectively.
- **Monitoring** -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements.
- **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.
- **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

SPECIAL REQUIREMENTS

Possession of a valid motor vehicle operator's license; drug screening test may be required at random, evidence of problem solving skills, motor skills, writing skills, physical fitness applicable to the position. Applicant must pass a comprehensive background investigation, including driving record and criminal history.

Contact our office at **410-398-4444** for details and how to apply.

The EXAMPLES OF WORK are not intended to be an exhaustive list of all responsibilities and duties assigned to this position.

The QUALLS SECURITY & INVESTIGATIONS agency is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women.