

## Open Position Posting

<b>POSTED:</b>	<b>June 13, 2019</b>
<b>JOB TITLE:</b>	<b>Security Officer</b>
<b>REPORTS TO:</b>	<b>Security Administrator</b>
<b>SALARY:</b>	<b>\$25.00 / hour</b>
<b>FLSA:</b>	<b>Non-Exempt Part Time</b>

Peoria Housing Authority is seeking a Security Officer(s) available to work a variety of shifts.

### MAJOR JOB RESPONSIBILITIES

- Adhere to Department rules and regulations, directives and orders, both written and verbal of superior officers.
- Patrol assigned PHA properties and take appropriate action upon the observation of suspicious persons, vehicles, breaches of the peace, unlawful occurrences, traffic law violations and accidents, and all other incidents that are reported or known.
- Respond immediately to all assigned calls.
- Actively engage in prevention and directed patrol by foot and vehicle.
- Ensure proper care of all Department equipment and facilities.
- Report crime, accidents, disturbances, breaches of the peace and other incidents in accordance with established Department Policy and Procedures; conduct a thorough and complete preliminary investigation in all cases assigned.
- Take into custody, property that has been mislaid, lost, stolen or abandoned and follow Department procedures for reporting the same.
- Keep superior officer informed through the chain of command of unusual occurrences, crime trends, vice activity, youth conditions, and all other matters affecting an assigned area or the community at large.
- Use lawful restraint when appropriate, utilizing discretion and tact in all situations involving the public.
- Adhere to Department rules and regulations, orders, directives and state law in cases involving the use of force and deadly force.
- Make decisions, in the absence of superior officer that is consistent with Department directives and policies, which are commensurate with training and experience.
- Attend court hearings, inquest and other functions of the criminal justice system and testing in accordance with established policy and procedure.
- Assist in the development, implantation and monitoring of crime prevention programs within the affordable housing community, such as Operation Identification Neighborhood Watch Vacant and Vacant Unit Watch.
- Must develop a positive rapport with residents, Social Service agencies, visitors and other parties within the affordable housing community.
- Must be able to demonstrate the ability to write clear and concise reports.
- Contribute to team efforts by performing duties and responsibilities as required or assigned.
- Other duties as assigned

### MINIMUM QUALIFICATIONS REQUIRED:

#### EDUCATION AND EXPERIENCE

High School Diploma or GED; and must be at least twenty-one (21) years of age. At least two (2) years experience in Law Enforcement or a related field as Social Services. Computer skills are essential. Must possess a valid Illinois driver's license.

#### **HOW TO APPLY: APPLICATION DEADLINE: This is an open posting without a deadline**

Interested applicants who meet the minimum qualifications, should submit attached application to:

Name: Officer Daniel Duncan or email directly to Bret Stone Director of HR  
Email address: [bstone@pha.peoria.il.us](mailto:bstone@pha.peoria.il.us)

Equal opportunity employer