



## HARRIS COUNTY APPRAISAL DISTRICT

Human Resources Division  
P.O. Box 920975  
Houston, Texas 77292-0975  
(713) 812-5815

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### Position Vacancy Announcement

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**JOB TITLE:** Commissioned Security Officer II

**POSITION NO.:** 710191

**POSITION IS:** \_\_\_ Exempt X Non-Exempt

**TDLR REGISTRATION:** Not Required

**TODAY'S DATE:** May 3, 2011

**DIVISION:** Administration

**DESCRIPTION/QUALIFICATIONS:**

Performs work on a rotating shift basis, which includes nights, weekends and holidays as scheduled. Security related duties involving patrolling and observing conditions and situations within assigned areas; identifying and responding to unusual occurrences such as unauthorized persons, fires and other threats to property or persons and taking appropriate action; admitting persons into building and providing assistance to individuals and maintain building register. Will report to duty early enough to ensure continuity of coverage, including enough time for special instructions and briefings. Will be responsible for verbally reporting or making written reports to unusual incidents, hazardous conditions or emergencies. Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

- ❖ Must be a high school graduate or equivalent.
- ❖ Must be at least 21 years of age.
- ❖ No prior felony or Class A or B misdemeanor arrests.
- ❖ Prior security, military, or law enforcement experience is preferred.
- ❖ If prior military, must have been honorably discharged.
- ❖ Must not be prohibited from carrying a firearm under any state or federal law.
- ❖ Must have a valid Texas driver's license with good driving record.
- ❖ Good physical condition with weight proportionate to height.
- ❖ Must be able to walk and stand for extended periods of time.
- ❖ Medical exam or certification from a licensed physician is required.
- ❖ Must pass drug/alcohol screening test.
- ❖ Must pass MMPI psychological test and have never been found mentally incompetent.
- ❖ Good communication skills and ability to interact well with citizens a must.
- ❖ Must be licensed by the Texas Department of Public Safety (DPS) as a commissioned security officer, or must successfully complete Level III security officer training in a program approved by the DPS.
- ❖ Must obtain American Red Cross advanced first aid certification and complete CPR first responder course at HCAD.

**SALARY:** For a Non-TCLEOSE License Holder the ordinary starting salary is \$32,450.  
For a TCLEOSE License Holder the ordinary starting salary is \$33,523.

**CLOSING DATE:** This position will be open until filled. Applications/resumes should be submitted to the Human Resources Division, 13013 Northwest Freeway, Houston, Texas 77040, emailed to [tdelbasty@hcad.org](mailto:tdelbasty@hcad.org) or faxed to 713.957.7427. If submitting a resume please include your SS#, TDL and position you are applying for. You must attach a transcript if you list any college or university attendance.

**APPROVED FOR POSTING BY:**

**CHIEF APPRAISER:** \_\_\_\_\_