



**SECURITY OFFICER III**  
**(Working Title: Security Officer Senior)**  
**PART-TIME/HOURLY**

J. Sargeant Reynolds Community College is seeking applicants for the positions of **Security Officer III, Pay Band 3.**

- DUTIES:** To provide safety and security to students, faculty and staff in a professional, courteous manner. To maintain order and uphold the image and respect of the department and the college. Position is required to work day, evening, night, or weekend shifts and may be assigned to any of the three college campuses.
- QUALIFICATIONS REQUIRED:** Working knowledge of statute enforcement; safety and security concepts, principles, procedures, and techniques. Working knowledge of customer service practices and principles. Demonstrated skill in the use of security vehicles, communication equipment, alarm systems, and other types of security equipment. Demonstrated ability to follow and give oral and written instructions; and to react appropriately in routine and emergency situations. Demonstrated ability to gather information and write factual reports; and to explain and ensure compliance with policies, rules, and regulations. Demonstrated ability to communicate effectively, both orally and in writing with a diverse population. Valid Virginia driver's license, and high school diploma or equivalent required.
- QUALIFICATIONS PREFERRED:** Security experience on a college campus or other public service environment is preferred. Basic knowledge in the use of personal computers. First aid and CPR Training Certification is also preferred.
- TYPE OF POSITION:** Part-time/hourly position without state benefits. **Salary Range:** \$11.09-\$22.77 per hour, based on related experience and pre-employment salary.

To apply, please mail a completed state application to Human Resources, P.O. Box 85622 Richmond, VA 23285, hand-delivered to 1701 E. Parham Rd., or faxed to 804-371-3853.

**Applications will be accepted until the position is filled.**

Women and Minorities are encouraged to apply.  
 "Reasonable Accommodations" are provided for applicants with disabilities. AA/EOE/ADA