



Position Description

Must be a resident of Marion County, Indiana

Position Title: Safety Clerk	Department: Safety
Supervisor's Title: Supervisor of Safety	FLSA Status: Non -Exempt

POSITION PURPOSE

The purpose of this position involves promoting a safe environment, providing training, and investigating incidents to improve overall safety for our clients and employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform the functions listed below satisfactorily. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Monitor and authorize entrance of vehicles or people in the property
- Investigate people for suspicious activity or possessions
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Provide assistance to individuals in need.
- Responsible for documenting employee safety incidents
- Remove wrongdoers or trespassers from the area
- Secure all exits, doors, and windows after end of operations
- Respond to alarms by investigating and assessing the situation
- Submit reports of daily surveillance activity and important occurrences
- Responsible for creating reports as needed
- Additional responsibilities and duties as assigned

SUPERVISORY RESPONSIBILITIES

- This position has no direct reports or supervisory responsibilities.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience:

- High school graduate or equivalent (GED)
- Associate degree in a related field preferred and / or minimum of two (2) years law enforcement experience or military experience.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below represent the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Knowledge of security principles and practices.
- Knowledge of police policies and procedures.
- Ability to read, write, and interpret general information.
- Ability to add, subtract, multiply, and divide.

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Center Township of Marion County is an Equal Opportunity Employer

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- Ability to follow the direction of supervisors.
- Ability to be dependable.
- Ability to execute daily job assignments without constant supervision.
- Ability to communicate with people of diverse ethnic backgrounds.
- Ability to take orders and carry them out in a professional manner.
- Ability to use any equipment necessary.
- Ability to cooperate with coworkers, actively maintaining an environment to cultivate teamwork.
- Ability to give honest feedback, have mutual respect for others, and be open to change.
- Ability to be honest, trustworthy, and ethical at all times.
- Ability to utilize Microsoft office software.
- Ability to maintain the confidentiality of other employees and the organization at all times.

PHYSICAL DEMANDS

The physical demands described here represent those an individual must meet to perform the essential functions of this job successfully. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to work in a fast- paced environment.
- Ability and willingness to work in close quarters, outdoors, and to lift objects up to 25lbs. in weight.
- Ability to stand and sit for extended periods, kneel/bend, and move throughout the workday.
- Strong sensory skills include good hearing, dexterity, feeling, and good eyesight, including peripheral vision.
- Ability to work night and weekend work shifts as needed.

To apply please send resumes to humanresources@centergov.org