

Baltimore Convention Center

Job Announcement

Office of Human Resources

Public Safety Officer

Please mail your completed City application or resume to:

Baltimore Convention Center
1 W. Pratt Street
Baltimore, MD 21201

DEPARTMENT: Public Safety

SALARY: \$30,155

GRADE: 083

CLOSING DATE: 4/4/08

POSITION DUTIES: Enforces laws, rules, and regulations, and maintains order at and in the vicinity of the Convention Center grounds. Patrols building and grounds to prevent safety and security hazards.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED Certification.

EXPERIENCE: One year of entry level law enforcement experience with arrest powers. Must be eligible to receive a Special Police Commission from the Maryland Police Training Commission.

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be considered for this classification. Send cover letter, resume, and/or applications to the Director of Human Resources, Baltimore Convention Center, 1 W. Pratt Street, Baltimore, Maryland 21201.

Equal Opportunity Employer/Affirmative Action Employer

Baltimore Convention Center

Job Description

Office of Human Resources

Public Safety Officer

CLASS DEFINITION:

A Public Safety Officer enforces laws, rules, and regulations, and maintains order at and in the vicinity of departmental building and grounds. Work of this class involves no supervisory responsibilities.

Incumbents receive moderate supervision from a technical superior. Employees in this class work a conventional workweek; however, may be required to work evenings, weekends, holidays, and rotating shifts. Work is primarily performed indoors where there are few uncomfortable working conditions; however, there is occasional exposure to inclement weather and physical violence. Work requires strenuous physical exertion when apprehending or arresting persons engaged in illegal activity.

DISTINGUISHING FEATURES OF THE WORK:

Not Applicable

TYPICAL EXAMPLES OF THE WORK: (The following examples illustrate the work performed in this position; however, may require other duties not listed, if necessary, to accomplish work of this agency.)

- Enforces laws, rules, and regulations and maintains order at and in the vicinity of department building and grounds.
- Participates in quelling disturbance.
- Investigates complaints and incidents.
- Collects evidence and interviews witnesses.
- Apprehends and arrests persons engaging in illegal activity upon certification from the Maryland Police Training Commission.
- Testifies in court as a witness.
- Monitors two-way communication console, fire, and burglar alarm systems.
- Cooperates with Police and Fire Departments in the investigation of crimes or inspections of buildings and grounds.
- Conducts security surveys and recommends improved procedures.
- Assists in formulating programs for the prevention of crime.
- Maintains records and writes reports on investigations and other activities.
- Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

- Knowledge of law enforcement principles and practices.
- Knowledge of the laws of arrest.
- Knowledge of techniques of criminal investigation.
- Knowledge of the court system and procedures.
- Knowledge of the operation and use of security equipment.
- Ability to read, understand, and interpret laws, policies, rules, and regulations.
- Ability to establish and maintain effective working relationships with a wide variety of people and agencies.
- Knowledge of departmental safety and security procedures and practices.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education — High School Diploma or GED Certification.

Experience – One year of entry level law enforcement experience with arrest powers. Must be eligible to receive a Special Police Commission from the Maryland Police Training Commission. Will receive training and assists security personnel in enforcing laws, rules, and regulations, and in maintaining order at and in vicinity of departmental building and grounds until certified.

REQUIRED LICENSES, REGISTRATIONS, AND CERTIFICATES:

Must successfully complete training/certification for a Special Police Commission from the Maryland Police Training Commission.