



**OHIO HISTORY CONNECTION
JOB VACANCY POSTING**

Spark discovery of Ohio's stories.

Embrace the present, share the past and transform the future.

**Security Officer – Full Time
With Comprehensive Benefit Package**

Patrols the Ohio History Connection, the Ohio Village and the warehouse complex and responds to alarms. Works at the Security Control Desk and monitor the fire and intrusion systems for several historic sites and museums. May serve as the shift supervisor, and will function under general supervision from the Security Supervisor or the Chief of Security & Safety.

Essential Duties and Responsibilities

- Maintains security of grounds, buildings, and persons by conducting rounds and making security & safety tours; secures doors, windows, gates and equipment.
- Monitors fire and intrusion alarm systems.
- Dispatches security officers to respond to alarm situations.
- Answers telephones, transmits and receives radio messages.
- Checks incoming or outgoing persons for proper authorization to enter or leave the building.
- Provides emergency first aid when necessary.
- Reports, documents, routes and/or provides information; makes recommendations regarding security or safety conditions; provides information to and/or summons authorities when appropriate
- Observes and reports weather conditions completes security reports and logs.
- Conducts investigations and inspections.
- Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this posting are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

Education and Experience:

High school graduate or equivalent plus completion of an appropriate Peace Officers Training Program or equivalent in work experience. Plus one to three years of security and formal training experience required.

Certification or Licensure Requirements:

Current certificate of training in American Red Cross First Aid and CPR or equivalent. Valid Ohio driver's license.

Language Skills:

Ability to read, write, copy and record information and figures accurately and clearly. Must have sufficient communication skills to communicate effectively and prepare satisfactory reports.

Mathematical Skills:

Requires basic mathematical skills.

Technical Skills:

Knowledge of operation of computers and common security equipment.



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Reasoning Ability:

Ability to deal with a variety of variables in unfamiliar context. Ability to recognize and respond to unusual conditions or security problems or situations.

Work Environment:

Exposure to indoor/outdoor condition. Exposure to heat, cold, wetness, dust, rain, snow. Requires ability to work alone for long, varied and/or rotating hours and shifts; indoors or outdoors, under varying climatic conditions, and in isolation.

Comprehensive Benefit Package:

- Membership in the Ohio Public Employees Retirement System
- Health, dental and vision benefits. Employer pays 70%/Employee pays 30% of overall premiums
- Free Short-Term Disability, Long-Term Disability, and Life Insurance
- 12 Vacation Days/year; 7 Sick Days/year; 3 Personal Days/year
- 10 Paid Holidays (New Years, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day)
- Plus a Floating Holiday and Birthday Holiday
- Overtime Available

Note: All interested applicants should apply online at <https://www.ohiohistory.org/about-us/jobs>