

Oklahoma Department of Corrections
Unclassified Job Descriptor

SECURITY SPECIALIST

Basic Purpose:

Positions in this job are responsible for implementing, monitoring and inspecting assigned areas of security programs and equipment, which include but are not limited to facility security and safety operations and ensuring corrective action is taken.

Typical Functions:

- Perform security audits; monitor compliance with policy; complete annual and ongoing reviews of key systems, security systems, master roster and post charts. Conduct on-site facility visits and spot-checks of equipment inventory.
- Complete, coordinate and inspect all lock, camera and radio operations at each facility. Report and follow-up on corrective actions.
- Complete on-site inspections of Correctional Emergency Response Teams to ensure equipment is appropriately inventoried, stored and maintained; review and make recommendations on needed equipment.
- Formulate analysis and make recommendations of all security equipment needs, programs and their respective costs. Report to supervisor any and all needed repairs at facilities.
- Responsible for the coordination of upgrades and new computer project installations.
- Prepare timely written reports to the supervisor on all required projects.

Knowledge, Skills, and Abilities:

Knowledge of electronic telecommunication systems applications, perimeter intrusion detection systems, video surveillance systems application, design and maintenance; of security/detention instructional techniques and practices; of DOC policies, procedures and processes for security operations and equipment. Skill in directing and coordinating the activities of others; in analyzing complex and security-sensitive situations and adopting an appropriate course of action for security applications. Ability to communicate effectively both orally and in writing with internal and external customers; to establish and maintain effective working relationships with others; to organize and manage several projects simultaneously.

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Education and Experience:

Minimum Qualifications: 5 years of experience designing and maintaining institutional communications applications and security systems within a correctional setting; or an equivalent combination of education and experience, substituting one year of technical education in electronics for each year of the required experience with a maximum substitution of two years.

SPECIAL REQUIREMENTS:

Applicants must be willing and able to fulfill all job-related travel associated with this position.