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| CLASSIFICATION | 7 |
| RANGE | UP TO \$16.50 HOURLY |
| FLSA | HOURLY NON-EXEMPT |
| NOTICE REQUIREMENT | 2 WEEKS |
| RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT | YES |

Security Receptionist – Part-Time

Job Summary:

Under the general direction of the Assistant to the County Administrator, the Security Receptionist performs duties to promote the safety, security and well-being of personnel, visitors and the premises. These duties will typically be performed between 8:00 a.m. and 5:00 p.m., Monday through Friday, between two shifts: first shift is 8:00 a.m. to 12:30 p.m. and second shift is 12:30 p.m. to 5:00 p.m. daily; occasional work outside these days and hours may be necessary. Employees will normally work one shift per work day.

Key Responsibilities/Essential Functions:

- Promoting the vision, mission and values of Botetourt County
- Unlocking the building at the beginning of each workday and locking the building at the end of each workday
- Performing security checks of the building at the beginning and end of each workday
- Maintaining a log of people in the building and where they are located during each security check
- Greeting the public and visitors arriving in the lobby and directing them where they need to go
- Alerting non-public facing offices (Administration, Children’s Services, Economic Development, Finance, Human Resources, Purchasing, Technology Services) when they have visitors
- Signing visitors in and out
- Accepting and signing for deliveries requiring a signature, notifying appropriate department/person of the delivery
- Monitoring security camera displays
- Investigating disturbances
- Following policies and procedures in the event of any suspicious situation or security/safety incident
- Managing multiple tasks
- Keeping the Security Receptionist workstation neat and presentable since it is the first impression visitors have of County offices
- Performing other duties as assigned

Job Requirements:

- High School Diploma or Equivalent
- Certification or security/law enforcement experience or 911 dispatch center experience strongly preferred
- Minimum 2 years’ experience in a similar position, preferred
- Knowledge of security operations and procedures, preferred
- Effective communication skills both verbal and in writing
- Excellent emotional control and professionalism with a demeanor of authority when dealing with difficult situations
- Ability to follow complex instructions during stressful or suspicious situations

Physical Demands/Special Work Environment:

- The person in this position needs to periodically move about inside the building to perform routine security checks of the building; including the ability to walk up and down stairs, and to interact with visitors and County employees
- The person in this position frequently communicates and exchanges information with colleagues, County staff, general public and other organizations who need information. Must be able to exchange accurate information in these situations
- Worker must be able to remain at workstation in a stationary position for up to 50% of the time
- Constantly operates a computer or other office equipment. These tasks involve movement such as picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling
- Substantial movements (motions) of the wrists, hands, and/or fingers
- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body
- Required to have close visual acuity to perform activities such as: preparing and analyzing data and figures, transcribing, viewing a computer terminal, extensive reading and to provide descriptions of suspicious persons or objects if necessary

Reports to: Assistant to the County Administrator

Supervisory Responsibility: None

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date