**Black Cotton Apartments (Fictional)**

**Security Guard**

Black Cotton Apartments in Lake City, FL are comfortable one- and two-bedroom apartment homes. It is a resort-style community with a swimming pool and 24-hr fitness center. It is a gated community with 24-hour security.

The security guard team will protect the assigned property, promote and enforce safety and security and act as a visible deterrent against irregular activity.

**Main Job Tasks, Duties and Responsibilities**

* patrol designated property to monitor and prevent intrusion, damage, hazards and breaches of security
* protect property and tenants from theft, damage, trespassing or accidents
* provide a visible presence that enforces safety and security
* identify and investigate suspicious behavior, threats and irregular activity
* respond to alarms and requests for help
* monitor and control entrance and departure of employees and visitors according to prescribed protocol
* detect and confront unauthorized persons and violators of security procedures
* check property through electronic monitoring systems
* enforce relevant laws and regulations pertaining to all individuals on the property
* report rule infractions and violations
* monitor and prevent movement of prohibited items into and out of property
* conduct exterior property checks for maintenance issues, malfunctions or hazards
* contact relevant authorities to deal with unlawful or irregular activities
* use radio or other communication devices in a clear and concise manner
* prepare written reports of daily activities, observations and incidents
* inspect and test fire and security systems
* implement the prescribed emergency plan in case of emergency

**Education and Experience**

* High school diploma or GED certificate
* State registration/license
* current and valid driving license plus a safe driving record
* knowledge of state laws and regulations
* working knowledge of security operations and safety practices
* working knowledge of enforcement policies and procedures
* working knowledge of safety equipment
* no disqualifying criminal history
* be at least 18 years of age and 21 years of age for certain positions

**Key Skill Requirements**

* detail-orientated and keen observation skills
* good communication skills - verbal and written
* integrity and moral fitness
* reliability and dependability
* able to react appropriately in emergency and high stress situations
* able to anticipate, identify and solve problems
* judgment and decision making skills
* maintain a professional appearance and attitude
* flexible to work different schedules
* meet physical requirements