



Liberian National Security Response Unit (LNSRU) mission is to strengthen communities, families, and individuals in Liberia, West Africa, by developing and ensuring their safety and by providing exceptional security services.

### **JOB TITLE: Security Officer (SO)**

**OVERVIEW OF POSITION:** The Security Officer is responsible for providing security and protection to clients, employees, visitors, and guests of government-owned and/or leased property. The SO will perform a variety of complex proactive security functions ranging from simple rules violations to felony crimes. Duties include:

- Inspect buildings and adjacent grounds to prevent unauthorized removal of property and access to restricted rooms and areas. Check and secure exterior of the building's entrances and windows; detect and apprehend unauthorized personnel; and note any unusual appearance or deviation from normal operations. Make rounds on foot (roving patrol) or by motor vehicle.
- Screen persons, vehicles, packages, and other items, both electronically and physically, if necessary. Operate metal detectors and X-ray machines at District Government facilities; operate sophisticated Closed-Circuit Television (CCTV), in addition to other electronic security devices.
- Aid visitors and Government clients by answering questions and providing directions. Escort persons on Government-owned and leased property.
- Assist with security assessment information and data collection.
- Respond to reports of crimes and criminal reports within the jurisdiction of authority. For offenses not within the jurisdictional, making immediate notification to the Liberian National Police and action taken.
- Maintenance of a daily activity log of incidents; and preparation of reports of incidents.
- Maintaining a lost and found articles log. Responding to staff and the general public regarding security related questions (lost and found, etc.).
- Other related duties as determined.

### **Necessary Skills**

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Detail-oriented
- Sound judgment
- Works well under pressure.

### **Qualifications**



- Possess a high school diploma or equivalency; collegiate academic course work or an AA/AS degree, preferable.
- In lieu of the required education, a minimum of three (3) years of experience in law enforcement, or security or a combination of both.
- Possess a current “CPR/First Aid” certification.
- Ability to pass required health and mental fitness examination.

**LNSRU is an Equal Opportunity Employer (EOE)**