



El Paso County (CO)

Access Control Officer Security

SALARY	\$51,896.00 - \$53,435.20 Annually	LOCATION	Colorado Springs, CO
JOB TYPE	Full-Time	JOB NUMBER	2400013
DEPARTMENT	Sheriff's Office	OPENING DATE	01/06/2024
CLOSING DATE	1/21/2024 11:59 PM Mountain		

[Need more information on completing a job application? See the EPC Application process here.](#)

Job Summary

Please be advised this position may close on or after 01/08/2024, without advance notice, should we receive a sufficient number of applicants.

Salary to be commensurate with qualifications

This is an in-person position and is not eligible for remote work. This position has an anticipated work schedule of Monday – Friday, 6:00am - 2:00pm, 8:00am - 4:00pm, or 11:00am - 7:00pm, subject to change. Under FLSA guidelines, this position is non-exempt.



Employment Benefits

Work Life Balance

- 12** Vacation days (96 hours)
- 3** Personal days (24 hours)*
*prorated based on start date
- 12** Sick days (96 hours)
- 11** Holidays

Additional Benefits:

- Medical, Dental, Vision, and Life Insurance
- Employee Fitness Centers
- 2 Onsite Health Centers
- Defined Benefit Retirement Plan
- 457 Deferred Compensation Plan
- Tuition Reimbursement
- Public Service Student Loan Forgiveness eligible employer
- Employee Assistance Program
- Long & Short-term Disability Benefits

www.elpasoco.com/benefits

Assists in the preservation of public safety by monitoring and controlling access to El Paso County and/or City of Colorado Springs' facilities. Provides general support for the County Security Section of the El Paso County Sheriff's Office (EPSO) through camera and alarm monitoring and dispatch duties.

Essential Duties/Responsibilities

- Ensures cameras and panic buttons are properly functioning, monitors closed circuit television and audible alarm systems, and performs general dispatcher duties.
- Answers telephone and responds to inquiries, takes messages, and forwards phone calls as appropriate. Provides information to visitors, such as the location of County and/or City departments and facilities, street directions and other general information.
- Writes accurate, detailed reports. Logs security information, including calls for service, number of hand searches performed, and other required information; maintains accurate reports, logs, and related documents.
- Provides identification keycards to EPSO employees to include entering new employees/contractors into database, taking photographs, and activating and deactivating keycard access.
- Responsible for key control to include inventory and coordinating with employees and the Facilities & Strategic Infrastructure Management department.
- Schedules staffing for special events and coordinates billing.
- Orders and maintains inventory of supplies.

- Submits and tracks facilities maintenance orders.
- Prepares and forwards billing for contract security as needed.
- Performs other duties as required.

Qualifications

Knowledge, Skills, and Abilities:

- Ability to operate standard office equipment, including copier, calculator, printer, computer, fax, and multi-line telephone.
- Must be able to act quickly and decisively in stressful situations.
- Ability to see and interpret color differences within images displayed on a computer monitor required; ability to accurately determine suspicious objects.
- Knowledge of common radio communication procedures and use of two-way radios preferred.
- Ability to maintain positive interaction with fellow employees, public safety personnel, and the public in a courteous and professional manner.
- Ability to communicate effectively both verbally and in writing and possess a high level of attention to detail; ability to write accurate and detailed reports, records, and other documents.
- Maintain regular and punctual attendance.

Required Education and Experience:

- High school diploma or equivalent education.
- Any equivalent combination of related education and work experience that satisfy the requirements of the job will be considered.

Licenses/Certificates:

- Must possess and maintain a valid Colorado Driver's License.
- Must obtain and maintain Criminal Justice Information System (CJIS) Compliance within six months of employment.

Pre-Employment Requirements:

- Must pass background investigation, truth verification examination, motor vehicle record check, and drug screen.

Work Conditions

Duties are primarily performed in a seated position, while monitoring closed circuit television systems and audible alarm systems. May require working overtime, weekends, holidays, and rotating shifts on short notice. Subject to call out at any time.

VISION

El Paso County will be a trusted regional leader known for excellence in county service delivery.

PURPOSE

We provide essential public services to the Pikes Peak Region in support of our residents, businesses, and communities, enhancing the freedom for all to thrive.

El Paso County is an E-Verify and Equal Opportunity Employer.

El Paso County adheres to Federal drug screening guidelines and requires a pre-employment drug screen.

Agency

El Paso County (CO)

Department

Sheriff's Office

Address

El Paso Office of the Sheriff
27 East Vermijo Avenue
Colorado Springs, Colorado, 80903

Website

<https://www.epcsheriffsoffice.com/>

Access Control Officer Security Supplemental Questionnaire

***QUESTION 1**

How did you learn of this position?

- ☐ El Paso County Website
- ☐ Indeed.com
- ☐ Employee Referral
- ☐ Social Media (Twitter/Facebook)

- ☐ LinkedIn
- ☐ University/College Career Site
- ☐ Industry-specific Career Site
- ☐ Professional Membership Career Site
- ☐ Career Fair
- ☐ Other

***QUESTION 2**

Do you have a high school diploma or equivalent education?

- ☐ Yes
- ☐ No

***QUESTION 3**

Do you have a valid driver's license?

- ☐ Yes
- ☐ No

***QUESTION 4**

The Sheriff's Office employs a "non-release" hostage policy. This means that in the event you are taken hostage, either inside or outside of a Sheriff's Office facility (vehicles included), we would do everything within our power in order to secure your release; however, we would never release an inmate or prisoner. Can you work in an environment that operates under a policy such as this?

- ☐ Yes
- ☐ No

*** Required Question**