



Job Description:

Job Overview:

Welcome to Smith, Hall, and Tunson Legal Services where we stand behind every service, every time.

Smith, Hall, and Tunson Legal Services is the most diligent, reliable, and we'll enforced legal service provider in the industry. Our market strategy is a of networking of committed professionals dedicated process service. With demand comes excellence all in all, you've found the right people for the job.

Smith, Hall, and Tunson Legal Services has trained specialists to execute and complete the legal services offered. We are amongst if not the market competitors who lead in legal support to the many. Regardless of the case complex we deliver.

We are looking to hire a Security Officer to help us keep growing. If you're serious about your next job, SHT Legal Services. is an excellent place to get ahead. You'll be glad you applied.

Responsibilities for Security Officer:

- Assume overall responsibility for the safety and security of designated areas
- Patrol designated areas in accordance with outlined security procedures
- Identify potential security risks and respond accordingly
- Complete incident reports and required documentation for all security incidents
- Ensure all employees and visitors have proper credentials for accessing buildings (ID badges and passes)
- Respond to emergencies and incidents within designated areas promptly and according to policy
- Assist employees and visitors with any concerns they might have
- Escalate emergency situations to law enforcement as needed
- Monitor alarms and security cameras

Qualifications for Security Officer:

- High school diploma or general education degree (GED) required
- Must be at least 18 years old
- Ability to pass a background check



- **Valid security guard license in state of employment (Denver Guard Card)**
- **Previous security-related work experience preferred**
- **Ability to stay levelheaded and respond quickly in stressful situations**
- **Proficient written and oral communication skills**
- **Comfortable kneeling, carrying, bending, walking, and standing for extended periods of time**
- **Ability to perform continuous physical exertion as needed**
- **Working knowledge of basic security techniques**