

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Guard  
Code: 16343  
Salary Grade: 52  
FLSA Status: Non-Exempt  
Department/Division: University Police  
Reports To: In accordance with specific departmental policies

---

## *Summary*

- Function: To enforce, on an assigned shift, the rules and regulations of the University of Texas System Administration pertaining to the safeguarding of students, employees, visitors, property, and buildings of the University of Texas at San Antonio.
- Scope: Responsible for providing security in the protection, safety and welfare of students, employees, visitors and property within the control and jurisdiction of a component institution of The University of Texas System; operates within the limits prescribed the Rules and Regulations of the Board of Regents, institutional rules and regulations and departmental policies and procedures. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

## *Duties*

- Typical:
  1. Enforces the rules, regulations, policies and procedures of the University of Texas System and the University of Texas at San Antonio to include providing security for the campus and special events, and conducting foot patrols of buildings and grounds.
  2. Provides customer service to the public through actions such as security escorts and motorist assistance; provides information and direction to students, employees, and visitors; directs traffic.
  3. Responds to various reports, alarms and/or observed behaviors; approaches and identifies individuals; assesses situation and determines appropriate action.
  4. Unlocks and secures buildings, classrooms and both public and non-public areas; reports issues regarding the function and maintenance of security features.
  5. Performs other duties as assigned.

- Periodic:
  1. Attends meetings and training.
  2. Assists police officers with law enforcement.

***Education***

<b>Required</b>	<b>Preferred</b>
High School Graduation or GED.	N/A.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Must have the physical and mental capabilities to properly carry out his or her responsibilities and duties as a guard of The University of Texas System Police.	N/A
Demonstrated ability to make frequent minor decisions and occasional decisions of some significance.	
Continued employment contingent upon completion of a required formal field training program and achievement of sufficient proficiency.	
Valid Texas State Driver's License.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
None.	Customer service and communications experience.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Must be proficient with the operation of all equipment utilized by the University Police Department necessary to perform assigned tasks.	NA

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Work involves a degree of hazard typical of a safety and security position.	Occasional overtime required.
Work occurs on any one of three shifts with varying days off.	May be called in to work outside of normal shift.
Exposure to outside weather conditions.	

***Supervision***

<b>Received</b>	<b>Given</b>
Work is performed under the general supervision of a Sergeant, University Police. Supervision is usually available in person or by radio. Work is reviewed for completeness, accuracy and compliance with departmental policy and procedure.	None.

***Accuracy***

Proficiency in all phases of duties performed.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.