



District of Columbia Housing Authority

Vacancy Announcement

Central Office

ANNOUNCEMENT #18-05(A)

(This announcement amends the salary range)

Title: Security Officer	Department: Office of Public Safety
Grade: SO-303-03	Salary Range: \$26,236 pa - \$29,5296 pa
Opening Date: 02-26-18	Closing Date: Open until filled
Area of Consideration: DCHA Employees and the General Public	

Duties and Responsibilities:

- Screens lists of families and individuals authorized to enter and exit buildings.
- Ensures all persons entering the building display appropriate identification.
- Identifies commercial visitors that may have legitimate business appointments and ensures proper identification prior to admission.
- Contacts authorized families and individuals by telephone or intercom to verify all incoming visitors.
- Logs the date, time and destination of all visitors departing the public housing facility or DCHA Central Office if assigned.
- Monitors all public safety devices such as fire alarm systems, elevators, and security equipment, and responds to these emergencies when activated.
- Notifies the appropriate Housing Management Office of floods, fires and other hazardous conditions; and notifies the DCHA Command Center of such conditions if the Housing Management Office is closed.
- Performs other related duties as assigned.

Qualification Requirements:

- **Must have a Score Report from the D.C. Department of Consumer and Regulatory Affairs showing that you have taken and passed the DC Security Officers Examination testing which is to be submitted with your application.**
- High School Diploma or GED required.
- Knowledge and understanding of the mission and functions of the DCHA.
- Ability to conduct visual observations to detect possible danger, fraud or hazardous conditions.
- Basic skill in operating security equipment i.e., locking devices, closed circuit television, alarm and detection devices and fencing variations.
- Ability to communicate effectively orally and in writing

Other Significant Factors:

- Applicants may be subject to background, past employment and personal history investigations.
- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202) 535-1618.
- This position **is** in the Collective Bargaining Unit represented by The Fraternal Order of Police (FOP) **(over)**

For consideration please submit your application to:

**Human Resources Department
1133 North Capitol Street N.E., Room 222
Washington D.C. 20002
Fax # (202) 535-1375
Or online at www.dchousing.org**

DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER