



Classification: Charge of Quarters (CQ)

Title Code:

Pay Range:

POSITION SUMMARY: The purpose of the Charge of Quarters is to oversee the Academy complex during non-business hours and respond to the needs of resident students.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Secure and lock all buildings and classrooms.

Ensure all personnel are out of the gymnasium and administration building prior to securing.

Check the kitchen area to ensure ovens and coolers are secure.

Ensure the dorm lights are turned off at the appropriate time.

Open the cafeteria for dinner and ensure proper attire.

Respond to telephone calls and inquiries at the reception desk.

Patrol the Academy complex to ensure security, ascertain whether unauthorized persons are present, and determine that the buildings remain secure.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Patrol policies and procedures.

Ability to go up and down steps.

Ability to make appropriate decisions regarding the security of the Academy complex and the resident students.

Ability to positively interact with individuals in various circumstances.

Ability to activate emergency medical service to an injured or ill person.

Ability to stay overnight at the Academy.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possess a high school diploma or equivalent.

Preference may be given to prior or retired law enforcement personnel.

NECESSARY SPECIAL REQUIREMENTS: Must be at least 18 years of age at the time of appointment.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works a flexible shift, normally between 4:00 p.m. to 10:30 p.m. However, working hours are subject to change at the discretion of the division director or commanding authority.