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Security Aide (Non-Union)

JOB CODE	JOB FAMILY	PROFILE
JCV131	**Public Safety**	**Security Aide (Non-Union)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**September 2, 2026**

The Security Aide (Non-Union) provides information and assistance to the public. Enters and retrieves information, completes reports, forms, provides crowd and/or traffic control, and performs other related duties and responsibilities.

Job Description

DUTIES AND RESPONSIBILITIES

- Responds in support of sworn officers, police calls, emergency medical calls, and reports of crime investigations.
- Secures premises and personnel by patrolling property; inspects buildings, equipment, and access points permitting entry.
- Conducts screening of personnel to ensure compliance with operating basic security equipment such as x-ray machines, hand wands at all screening checkpoints; may apply mechanical restraints such as handcuffs and/or leg irons.
- Contacts law enforcement in cases of urgent security issues; conducts searches for materials that may jeopardize the safety of persons and the security points.
- Monitors person flow through screening checkpoints to ensure order and efficiency to include crowd control.
- Has extensive knowledge of, comply with, and enforces policies and procedures.
- Provides customer service to internal and external customers at all times.

- Ensures all shift logs, maintenance requests, and/or other required documentation are completed and in accordance with policy and procedures.
- Knows and follows the organization chain of command for the various areas working.
- Communicates any/all situations and job performance issues with supervisors as soon as possible to ensure that corrective measures can be taken quickly.
- Performs duties in a manner that emphasizes the safety and security of inmates, staff, and citizens.
- Performs other job-related duties as required or assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Must be 18 years of age and a citizen of the United States.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Work experience in security, safety or law enforcement is preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Must pass an extensive background investigation, the Bernalillo County pre-employment medical examination, and audio and eye tests (including a color acuity test).
- Must pass a written and oral board examination.
- Shiftwork required, nights, weekends, and holidays.

WORKING CONDITIONS

- Essential duties are performed either outdoors, indoors, out in the field or in a climate-controlled environment.
- Worker is exposed to natural weather conditions when performing outdoor duties. Working in adverse weather conditions is required.
- Worker is exposed to intermittent noise and vibration factors, particularly while in the squad car.
- Outdoor duties are performed on paved or dirt roads, concrete, natural ground, ice or snow. Surfaces may be wet or dry. Work surfaces may be even or inclined.
- Indoor working surface is even and may be carpeted or tiled.
- Worker may perform duties alone, both with and without directions from supervisor. Some duties are performed as part of a select team.
- Shift work required.
- Work hazards include potential for physical confrontations or exposure to chemical agents; and operation of a motor vehicle.

EQUIPMENT, TOOLS AND MATERIALS

- Equipment typically used in the performance of duties includes a county vehicle, handcuffs, collapsible baton, chemical agent, two-way radio, flashlight, fire extinguisher, flares, first aid kit, and security detection devices (such as x-ray detector, camera, and monitors).
- Materials and products typically handled in the performance of report writing duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.