



## Job Description

**Job Title:** Asset Protection Agent – Unarmed (**Part-time**)  
**Department:** Protective Services  
**Reports to:** **Case Manager – Protective Services**  
**FLSA Status:** Non-Exempt  
**Prepared By:** Operations Manager  
**Prepared Date:** 6/11/2009

### Summary

Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard property or persons.

Protects industrial or commercial property against fire, theft, vandalism, and illegal entry, performing any combination of following (but not limited to) duties: Patrols, periodically, buildings and grounds of industrial plant or commercial establishment, docks, or work site. Examines doors, windows, fences, and gates to determine that they are secure. Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and apprehends or expels miscreants. Inspects equipment and machinery to ascertain if tampering has occurred. Watches for and reports irregularities, such as fire hazards, leaking water pipes and security doors left unlocked. Observes departing personnel to guard against theft of company property. Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons. Permits authorized persons to enter property. May register at watch stations to record time of inspection trips. May record data, such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use of supervisory staff. May regulate vehicle and pedestrian traffic at plant entrance to maintain orderly flow. May verify entrance/egress authorization for shipments and visitors, including confirmation of seal numbers, data base entries, paperwork checks, and badging.

### Company Overview

Clarence M. Kelley and Associates, Inc. (CMKA) is a professional investigative, asset protection, and security consulting firm based in Lenexa, Kansas. Utilizing expertise's derived from various federal, state and local divisions of Law Enforcement; CMKA has positioned itself as a Midwest centered industrial leader. Clarence M. Kelley and Associates, Inc., through its staff of uniquely qualified professionals, has the mission of providing the highest quality investigative, asset protection, and security consulting services while abiding by the highest professional ideals.

### Education

Must possess a high school diploma or GED,

Previous law enforcement, security guard, or military experience required,

And, one of the following: A two (2) year degree in Administration of Criminal Justice or a bachelor's degree; two (2) consecutive years prior experience in law enforcement, military police or military intelligence functions; or (2) years consecutive experience with a licensed private

security agency, Associate's degree (A. A.) or equivalent from two-year college or technical school.

### **Personal Attributes**

- Punctual
- A quality communicator

### **Qualifications and Requirements**

This is a contract based position, often with roving shifts. Weekend (Saturday-Sunday) assignments are required when needs dictate: employee will be expected to work necessary hours by assignment, which will include 2<sup>nd</sup> and 3<sup>rd</sup> shift periods, as well as weekends.

Required training consists of orientation/pre-assignment; on the job training, CPR / AED training, CLAMP control, use of force and Oleoresin Capsicum (OC) training.

Training hours will be paid per company policy.

Write detailed incident reports for clients and communicate relevant details face-to-face and by phone.

Ability to testify, if required in court concerning incidents.

Other duties as assigned (client meetings and team meetings, etc.);

Pre-employment drug screen test required. Post employment, random selection, drug testing will also be conducted.

### **Administrative Responsibilities**

Asset Protection Agent must maintain a CMKA timesheet and submit it to the Case Manager – Protective Services for approval each Monday. This document will record hours worked for the previous week.

Asset Protection Agent must maintain Activity Logs for each assignment worked, detailing the number of billable hours and expenses worked for each case.

Activity Logs must be submitted with the report (if applicable) to the appropriate Case Manager per regular company policy; copies of each must be attached to the timesheet.

Basic computer skills required.

### **Language Skills**

Ability to read, write, and speak English and, if applicable, the language(s) most appropriate to assigned duties. Ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to report events effectively face-to-face in a courtroom or by phone.

### **Mathematical Skills**

Knowledge of general mathematics. Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to use situational awareness for proactive protection of clients is essential.

Ability to find solutions to avoid situations that require use of force.

### **Certificates, Licenses and Registrations**

Private Security License (unarmed).

First Aid, CPR, and AED (Automatic External Defibrillator) training.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Average to good physical conditioning to meet stress requirements.

Ability to sit, stand or remain in one location for long periods of time.

Be drug free with no past pattern of drug abuse and have not used certain controlled substances.

Ability to react quickly to protect the client needs to safeguard property and/or persons.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hot and cold temperature extremes (-20°F to 110°F).

Work environment may include (but is not limited to) that of office, manufacturing, warehouse, distribution center, etc.

### **Re-Location**

This position does not qualify for re-location reimbursement.