



INDIANA STATE  
**FAIRGROUNDS**  
& EVENT CENTER

## Job Posting

### **Title: Public Safety Officer (full-time)**

For more information on these full-time benefited positions, please contact Human Resources at [employment@indianastatefair.com](mailto:employment@indianastatefair.com). To apply for this position, please visit <http://www.indianastatefair.com/employment/> and send the posted application and your resume to the email address above. Thank you for your interest.

**\*\*There are two positions available. The regular shift hours are Thursday – Sunday from 1pm to 10pm for one position and Thursday – Sunday from 10pm to 7am for the other.**

### **Position Summary**

The purpose of this position is to patrol the Fairgrounds and check the security of buildings, investigate complaints, crimes and accidents, respond to medical incidents and prepare necessary reports.

### **Essential Functions and Responsibilities**

1. Patrol the grounds and check the security of the buildings and other public areas.
2. Open and close buildings and gates as directed or requested for staff and show producers
3. Collect camping fees from visitors to the Indiana State Fairgrounds RV Campground.
4. Respond to medical emergencies, provide first aid, and document injuries.
5. Investigate auto accidents and crimes that occur on the Fairgrounds and prepare accurate written reports describing the events.
6. Deliver interoffice mail and outgoing US Mail amongst departments on the Fairgrounds.

### **Skill Requirements**

1. **Strong customer focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
2. **Decisive in action:** Able to stand by a decision, despite second-guessing or disagreement from others; takes quick action in a high-risk crisis; can assess a situation and make an optimal decision despite limited information.
3. **Excellent communication skills:** Able to clearly present information through the spoken or written word; reads and interprets complex information; talks with customers or clients; listens well.

4. **Excellent interpersonal relations:** Able to relate effectively to a wide range of people, personalities and demographics; is able to “connect” with others in a variety of circumstances so that people are able to feel a level of comfort and ease around that person.
5. **Strong computer skills:** Able to use in MS Word, Adobe Acrobat, Windows Explorer, and access the internet for online software required for writing reports

#### **Educational/Experience Requirements**

- High school diploma or GED equivalent required.
- Three months of previous work or training as a security guard or law enforcement is preferred.

#### **Job Complexity**

This position requires some judgment in applying well-established procedures and methods.

#### **Supervisory Responsibilities**

None

#### **Supervision Received**

This position will receive routine supervision from the Security Manager. Work is performed under general guidelines, procedures and rules. Supervisor occasionally reviews work to ensure completion.

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