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| **Job Task Analysis** |
| **Job Identification: 33-9032** |
| **Job Title** | Certified Protection Officers |
| **Job Purpose** | Certified Protection Officers patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment |
| **What are related job titles?** | \* Federal Agents\* State Law Enforcement\* City / county Law Enforcement\* Special Agents\* Judicial Branches \*Corrections Officers / Supervisors\*Non-Governmental Organizations | \*Private Business\* Military personnel / Leadership / Law Enforcement \* Tribal Law Enforcement\*Security Supervisors and Staff\*Business Leaders\*Non-Governmental Organizations |
| **What are the functions/tasks of the position?** | **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.**Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.**Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form | **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.**Monitor Processes, Materials, or Surroundings** — Monitoring and reviewing information from materials, events, or the environment, to detect or assess  |
| **Importance** | **Knowledge** | **Skills** | **Abilities**  |
| High - 1 Average - 2Low - 3 | \*Equipment -1\*Policies - 1 \*Procedures-1\*Strategies to promote -1effective local, state, or national security-2\*English language including the meaning and spelling of words, rules of composition, and grammar. -1\*Customer and personal services. -2\*Needs assessment-1\*Quality standards for services-1 | \* Critical Thinking – 1\*Coordination – 1\*Management of Personnel – 1\*Resources Allocation – 1\*Monitoring - 2\* Active Listening -1\* Complex Problem Solving -1\* Social Perceptiveness-3\* Speaking -2 | \* Deductive Reasoning -2\* Inductive Reasoning -2\* Oral Comprehension -2\* Oral Expression -2\* Problem Sensitivity-1\*Written Comprehension – 2\*Stress Tolerance – 1 |
| **Professional Conduct Regulation**  | Law Enforcement Code of ethicsEthical StandardsPolicies and proceduresConfidentiality standards |
| **Median Salary**  | $20,290 - $49,650 per year (average range) |
| **Education**  | High school diploma or equivalent |
| **2016 Jobs** | 1,230,000+ (Average) |
| **2026 Jobs** | 61,000 (Average) |
| **Increase by 2020**  | + 5-9% (Average)  |

Statistics obtained from Bureau of Labor Statistics.