



## POSITION DESCRIPTION

**TITLE:** Security Console Operator/Security

**DATE:** December 2016

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Copaken Brooks, LLC is the largest and oldest family-owned commercial real estate management, leasing and development firm in Kansas City. We are currently seeking a **Security Console Operator** to serve as the main receiving point for emergency and non-emergency notifications and information. This position will monitor the fire/life safety systems for five occupied office buildings, three garages, one parking lot and various other owned and managed properties.

Qualified candidates **must** have:

- High school diploma or equivalent plus 3-5 years of prior security experience required.
- Minimum of one year supervisory or lead officer experience preferred.
- Knowledge of dispatch consoles and related equipment.
- Experience with fire alarm, life safety, CCTV, radio dispatch procedures, protocols and card access systems preferred.
- Excellent oral and written communication skills.
- Basic knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.
- Must obtain KCMO Private Security License upon hire.
- Available to work evenings, weekends and/or holidays for events as needed.

We offer competitive wage/benefits package  
No phone calls please - EOE/M/F/D/V – Principals Only

**To Apply:** Qualified candidates who want to work in a fast-paced, challenging environment should send a resume, cover letter and salary requirements to [hr@copaken-brooks.com](mailto:hr@copaken-brooks.com). Please indicate the position for which you are applying.