

SECURITY OFFICER (MUNICIPALITY)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing routine tasks pertaining to the safety of individuals and the security, protection and access of municipal property and facilities. The incumbent screens visitors using various security related technologies and provides basic information concerning facilities and programs. In addition, the incumbent performs patrols of municipal facilities in order to detect and deter possible threats and to maintain basic safety and responds to emergency situations. The work is performed under the supervision of the Chief of Police or his designee (where applicable), although they may receive specific instructions from the Justice or Clerk of the Court.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Screens visitors and controls building entry using such devices as magnetometers, x-ray machines and video equipment;
2. Issues building passes and provides basic information to visitors;
3. Patrols municipal property to detect vandalism, theft, illegal entry, fire, equipment failure or other hazards, and reports to appropriate staff;
4. Closes or locks doors, gates and windows according to prescribed routines to deter criminal activity, unauthorized entry or accidental loss;
5. Warns violators of rule infractions such as loitering and escorts off property if necessary;
6. Prevents acts that could be harmful to County property, employees or the general public by observing suspicious activity or items and taking appropriate action;
7. Takes control of serious situations until the arrival of law enforcement or emergency response personnel;
8. Assists in investigating complaints and suspicious situations;
9. Responds to non-criminal activities such as personal injuries and missing persons;
10. Testifies in court regarding witnessed offenses;
11. Prepares reports as required;
12. May assist in transporting money.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of security policies and procedures sufficient to patrol and monitor a variety of county facilities;

Knowledge of county and associated state and local functions sufficient to control, direct and provide basic information to the public;

Knowledge of county facilities, operations and grounds sufficient to patrol in an effective manner;

Knowledge of basic first aid sufficient to take control and be a first provider at an emergency situation;

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Ability to communicate effectively and deal courteously yet firmly and tactfully with the public;
Ability to think quickly and act appropriately in all situations including emergency situations;
Ability to observe general activities while in a dynamic environment;
Ability to learn the effective and safe use of security equipment;
Ability to understand and follow oral and written directions;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT:

1. Applicants must meet all training and registration requirements as established under NYS General Business Law Article 7-A for security guards. These requirements include pre-assignment training, annual training, and fingerprint and employment history registration.
2. Possession of a valid New York State driver license at time of application and to maintain employment.

ADOPTED: 12/6/12