

SECURITY GUARD

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for safeguarding property against fire, theft, vandalism and improper entry. Duties are carried out in accordance with established policies, procedures and applicable special instructions under the general direction of a higher-level employee. A Security Guard does related work as required.

TYPICAL WORK ACTIVITIES:

- Patrols buildings, schools and/or grounds;
- Examines doors, windows and entrances to determine they are secure;
- Prevents admittance of unauthorized persons;
- Warns violators of rule infractions, such as loitering, smoking or carrying forbidden articles;
- May apprehend or expel rule violators;
- Investigates any disturbances or unusual conditions;
- May perform cleaning duties and set thermostatic controls to maintain specified building temperatures;
- May sound alarm or call police or fire department in case of fire or entry of unauthorized persons;
- May perform work duties during late night and early morning hours;
- May regulate vehicle or pedestrian traffic on grounds in order to maintain orderly flow.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to assess situations and people and decide upon appropriate courses of action; ability to be courteous yet firm with the public; good powers of observation; willingness to work nights or other unusual shifts; integrity and reliability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: None.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

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