

SECURITY GUARD

CLASS CONCEPTS

This is protective, security and public contact work in the operation of a State facility. Work in this class involves the responsibility for monitoring assigned areas for possible violation of laws and regulations; and patrolling property to guard property against fire, damage and theft. Work in this class involves providing physical security through patrols of the interior and exterior of facilities, by observing the activities of persons and by the use of electronic security systems. Employees in this class provide general information to the public. Work may require monitoring alarm panels, indicators and surveillance systems and the use of electronic card access and security/surveillance systems to monitor building access and activity for security and safety. Employees operate within specified rules and regulations and receive their work assignments from a higher-level supervisor.

Work involves patrolling specified areas; securing buildings and property; observing public, staff, students and others; and recognizing and reporting situations that are not part of normal operations. Duties would include ensuring the safety of the public, staff, students and others by enforcing rules of conduct; monitoring access to areas; controlling traffic of people and vehicles to prevent overcrowding or other hazardous activities; providing information of a non-technical nature regarding specifics of programs, special activities and directions; checking location and use of emergency alarms and equipment, and the procedures to follow in case of fire or disorder; keeping daily records and reports; and checking and recording conditions such as environmental measures or damaged property. Employees perform related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills and Abilities

Working knowledge of the standard safety, surveillance and security practices and equipment.

Some knowledge of standard methods of reporting and handling emergencies such as disturbances and fires, medical and security threats.

Some knowledge of the value of the material to be guarded.

Ability to walk and stand for long periods of time.

Ability to respond quickly and properly to emergency situations.

Ability to meet and deal with the public tactfully, courteously and effectively.

Ability to follow oral and written instructions.

Minimum Training and Experience Requirements

Completion of tenth grade.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.