

CAMPUS SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This class is responsible for the performance of security duties in a manner which as far as possible does not compromise the college atmosphere of academic and individual freedom. This class is distinguished from that of Security Attendant or Security Guard in that they are located on the community college campus and are responsible for the enforcement of college rules and regulations to maintain order on the campus. The work is performed under general supervision with the employee exercising personal judgment in handling problem situations in conformance with established policies and procedures. Supervision is not normally exercised over the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Patrols the campus buildings and grounds watching for signs of disturbances, violations of law and building regulations or fire hazards;

Issues citations for vehicular violations;

Makes inquiries of any unauthorized persons on campus;

Quells disturbances at campus using tact and good judgment; and, using force if necessary;

Patrols via foot or vehicle and punches detex patrol clock at designated times and location;

Calls appropriate authorities in the event of emergencies beyond the employee's ability to control;

Checks parking lots to ensure that only properly registered vehicles use the facilities;

Maintains security at special events and programs;

Checks buildings and grounds at night to ensure they are secured;

Files daily reports as required at end of each duty;

May administer emergency first aid when needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and procedures of security work; good knowledge of safety techniques and fire prevention; good knowledge of first aid techniques; ability to deal effectively with others; ability to write clear, concise reports; ability to think and act quickly in the event of an emergency; ability to remain clear and decisive in emergency and stressful situations; willingness to work nights or on holidays as the need arises; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of full-time paid, or its' part-time equivalent, experience in law or security enforcement.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License in agencies where the operation of a motor vehicle is required.

Note: Effective July 12, 1993, Chapter 336 of the Laws of 1992 established requirements that individuals in public and private sector employment, whose principal responsibility is to perform security guard duties, must be registered with the New York State Department of State and complete a pre-assignment training. Anyone hired after December 31, 1993 will have to complete the registration and training prior to performing the duties of the position.

ULSTER COUNTY
1040 CMS SEC OF
Classification: Competitive
1041 CM S OF PT
Classification: Non-Competitive
Grade: 9
Union: CSEA

Adopted: February 23, 1979
Revised: August 27, 1981
Revised: March 16, 1998