

## **SECURITY ATTENDANT**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class maintain watch over buildings and property. Work is normally performed during the late hours of the night and early hours of the morning. Supervision over the work of others is not a function of this class. 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.

Prevents admittance to the premises by unauthorized individuals;

Investigates unusual conditions or disturbances;

Checks all windows, doors and entrances to buildings to make certain they are secured;

Prevents damage to property;

May log telephone and radio calls;

May travel by automobile to outlying buildings;

May perform routine cleaning and maintenance duties.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to take appropriate action in emergency situations and to prepare accurate written reports; ability to follow oral and/or written directions; willingness to work nights or unusual shifts; integrity; honesty; conscientious; reliability; courage; sobriety; good vision and hearing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None.

**Special Requirements:** Possession of a valid New York State Driver's License in agencies where the operation of an automobile is required.

ULSTER COUNTY  
5920/5921 SEC ATTEND  
Classification: Non-Competitive  
Grade: 2  
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Revised: September 18, 1992  
Revised: April 19, 1993