

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; ability to prepare simple but accurate written reports; ability to follow oral and/ or written directions; willingness to work nights, unusual shifts or holidays; integrity; honesty; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

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
5921 SEC ATTEND DPW
Grade: 1
Union: CSEA

Revised: September 18, 1992 5920/
Revised: April 19, 1993
Revised: March 16, 1998