

SECURITY GUARD

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for the maintenance of security and order in county buildings and grounds and school districts throughout Ulster County. This class is distinguished from that of Security Attendant in that Security Guards have greater responsibility for protecting county property and the welfare of employees and visitors. The work is performed under general supervision with the employee exercising personal judgment in handling problem situations in conformance with established agency 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 buildings and grounds watching for signs of disturbances, violations of law and building regulations or fire hazards;

Receives emergency calls via a beeper and answers same;

Quells disturbances in buildings using tact and good judgment; and, uses force if necessary;

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;

May drive a motor vehicle delivering mail and messages from one agency to another;

May check buildings and grounds at night to ensure that they are secured;

May maintain the security of a court house protecting the judges and others from bodily harm;

May escort money shipments and bank deposits;

May inspect packages at the direction of judges;

May administer emergency first aid when needed;

May issue citations for vehicle violations.

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 think and act quickly in the event of an emergency; ability to remain clear and decisive in emergency and stressful situations; ability to

quell disturbances using physical force if necessary; willingness to work nights or on holidays as the need arises; integrity; dependability; good judgment; tact.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma; **OR**
- B. 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

5930 SEC GUARD

Classification: Non-Competitive

Grade: 9

Union: CSEA

Revised: March 16, 1998

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Note: When utilized in the Ulster County Community College, the classification is competitive.