

## SENIOR SECURITY GUARD

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class supervises and participates in the protection of lives and property in county buildings during business hours. The work is performed under the general supervision of a non-security supervisory level employee. Independent judgment is exercised by the employee in handling problem situations in conformance with established department policies. Supervision is exercised over the work of lower level security personnel. 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.

Assigns security personnel to posts;

Patrols buildings watching for signs of disturbances and violations of law and building regulations;

Trains security personnel in procedures;

Receives emergency calls and responds to same;

Quells disturbances in buildings using force if necessary;

Administers emergency first aid when needed;

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

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

Escorts money shipments and bank deposits.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the procedures of security work; ability to direct the work of a small staff and to train new employees in security procedures; ability to deal effectively with the public and with other employees; ability to think and act quickly in the event of an emergency; ability to quell disturbances using physical force if necessary; reliability; confidentiality; sound judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Two (2) years 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  
6520 SR SEC GD  
Classification: Competitive  
Grade: 11  
Union: CSEA

Adopted: June 12, 1981  
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