

SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine tasks pertaining to the safety of individuals and the security of county property within an assigned area. An employee in this class has responsibility for inspecting county property to detect security hazards, for deterring criminal activity by being visible and observant, and for detecting maintenance problems and equipment failure. The work is performed under direct supervision of a higher ranking Sheriff's Office employee. 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 county property on a regular basis during the shift of work to detect fire, theft, vandalism, illegal entry or equipment failure and looks for possible hazards which may develop;

Watches for and reports irregularities such as leaky pipes, unlocked doors, unusual occurrences and vandalized property to the appropriate personnel;

Closes or locks doors, gates and windows according to prescribed routines to deter criminal activity or accidental loss;

Responds to non-violent criminal activity just as personal injuries, missing persons or stranded motorists, by rendering appropriate service;

Warns violators of rule infractions such as loitering and expels if necessary;

Prevents acts that could be harmful to county property, employees or the general public by observing suspicious activity and responding to the activity and taking appropriate action;

Prepares a variety of written reports or activities;

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May assist Court Officer in Family Court as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of the geography of the county including the physical location and layout of county facilities; ability to understand and follow simple oral and written directions; ability to communicate effectively, both orally and in writing; ability to get along well with others; ability to deal courteously yet firmly and tactfully with the public; ability to think quickly and act effectively in emergency situations; ability to apply first aid techniques; willingness to work shifts; good powers of observation; and sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and possession of a New York State Security Guard License with firearms certification.

SPECIAL REQUIREMENT: At the time of appointment, candidate must possess and maintain an appropriate valid driver's license to operate a motor vehicle.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in classplan on 11/2/05

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