Rev. 9/96
Erie County
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SECURITY OFFICER (PT)

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing security for buildings and property to ensure the protection of employees and the visiting public. This is a para-professional security position responsible for patrolling and monitoring the activities within municipalities facilities to identify and prevent crimes and other disorders. The incumbent is responsible for identifying potentially dangerous situations and taking appropriate action to prevent or minimize danger to property and injury to employees and visitors. The incumbent receives direct supervision from an administrative employee but must exercise judgment in emergency situations or when supervision is not available. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols buildings and adjoining areas to ensure the security of employees, visitors and property;
May make citizens arrests of individuals breaking the law;
Observes parking lots and other areas adjoining buildings;
Removes disorderly persons from premises;
Inspects buildings and grounds for potential fire hazards or other security problems;
May conduct searches of the facilities as required when threatening situations occur;
Conducts investigations concerning losses of property, completing the required reports;
Carries defensive weapons with administrative approval such as handcuffs and other authorized equipment;
Provides security for payroll shipments, money draws, vaults containing valuables, offices, inventory stores, computers and other equipment;
Performs daily duties such as logging incidents, typing index cards, filing, etc.;
May operate equipment such as, but not limited to, circuit television monitors, fire alarm systems, radio communication systems, typewriters, telephones, microfiche equipment and computers;
Responds to alarms of fire and performs duties necessary to protect life and property, including the use of fire suppression apparatus and evacuation of staff;
Responds to emergency situations within the facility and controls vehicles and/or pedestrian traffic;
Performs duties relative to safety and fire protection, such as, safety inspections of equipment and the physical plant and immediate correction of hazards;
Furnishes information and assistance to visitors, contractors and employees;
Enforces the facilities Policies and Procedures, as directed;
Prepares depositions and reports necessary to all activities performed, as required;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and procedures used to ensure the maintenance or order and security in public buildings; good knowledge of law enforcement regulations pertaining to theft,

Continued.....

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: continued....

assault, trespass and harassment; working knowledge of fire safety practices; skilled in the use of first aid; skilled in the use of fire extinguishers and related fire fighting equipment; ability to speak clearly; ability to be firm with visitors, clients and employees; ability to maintain harmonious relations with the public; ability to spend long periods of time standing or walking; willingness to work nights or other unusual shifts; tact; courtesy; dependability; strength and agility; emotional stability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

A) Completion of a minimum of 60 semester credit hours from a regionally accredited or New York State registered college or university with a major in Criminal Justice, Law Enforcement, Police Science or closely related field; or:

B) One (1) year of experience as a security guard, military policeman or law enforcement officer; or:

C) An equivalent combination of training and experience as defined by the limits of (A), and (B).

SPECIAL REQUIREMENTS:

Registration as a Security Guard by the State of New York, Department of State, Division of Licensing Services and completion of a eight (8) hour training course pursuant to Article 7 and 7A General Business Law.

Security guards employed by December 31, 1993 may continue employment pending registration on the following schedule: Those hired in an even year must be registered during 1994 by their anniversary date of hire; those hired in an odd year must be registered during 1995 by their anniversary date of hire.

Security guards hired after December 31, 1993, must register immediately on employment or already be registered.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver's License.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.