

SECURITY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for maintaining order and providing security in County office buildings. Incumbents observe, detect and/or report incidents in order to prevent any unlawful or unauthorized activity, including but not limited to, unlawful or unauthorized intrusion or entry, larceny, vandalism, abuse, arson or trespass on County property. Duties may also involve inventory control and receipt of deliveries at loading dock areas. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Observes, detects and/or reports suspicious and/or unusual incidents to prevent any unlawful or unauthorized activity within or around county facilities;

Alerts Police Officers to security system alarms installed and/or activated to prevent or detect unauthorized intrusion or entry, larceny, vandalism, abuse, arson, or trespass on county property;

Inspects county facilities to ensure that doors, windows, gates, etc., are securely locked and in good condition; makes reports of rounds and immediately reports any security violations;

Checks employee work badges and visitor identification labels to ensure that people entering the building are properly identified; makes out visitor identification labels for the public by checking photo identification and by obtaining information relating to where the individual is visiting;

Uses metal detector for screening visitors to County facilities and x-ray machinery to check large bags and boxes;

Answers telephones and responds to inquiries or directs calls to the appropriate individual;

Performs inventory control and ensures that equipment received matches purchase orders;

May operate a County vehicle for the purpose of delivering correspondence and supplies to County facilities;

Uses computer applications or other automated systems such as word processing, spreadsheets, e-mail, calendar and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern security procedures; ability to deal effectively with the public; ability to follow written instructions; ability to speak and write clearly and concisely; ability to act quickly and calmly in emergencies; ability to prepare written reports; ability to effectively use computer applications or other automated systems such as word processing, spreadsheets, e-mail, calendar and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; initiative; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and satisfactory completion of an 8 hour Pre-assignment Security Guard Training Course as approved by the New York State Department of Criminal Justice, or be eligible for an exemption or waiver for such training, as outlined by section 89-n of the General Business Law of New York State. Incumbents must maintain valid registration as a security guard throughout employment.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.