

SECURITY GUARD

GENERAL STATEMENT OF DUTIES: Prevents unauthorized visitors or property damage and provides general building security; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an employee of this class is responsible for providing general building security while greeting visitors. Incumbents of this position maintain a post or security check point and deal directly with the public in ascertaining their business, providing directions, and providing a security presence to the building or section of the building to which they are assigned. The incumbent may use a hand held metal detection device or screen visitors as they pass through a metal detection device. Incumbents do not have the power to arrest or detain individuals. This position is distinguished from a Watchperson in that a Watchperson patrols a building and grounds and works "off hours" with little or no contact with the general public. This is generally an uniformed position. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Maintains a post or security checkpoint;

Greets members of the public and ascertains their business in the building or section of the building;

Provides directions to members of the public;

Provides a security presence for a building or section of a building;

Prevents damage to property;

May screen individuals with a hand held metal detector or have them pass through a metal detection device;

May hold or confiscate weapons (i.e., knives, box cutters, guns, etc.);

May possess and use a police radio (walkie-talkie) to summon police, as required;

May maintain simple log or record of weapons found.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: General knowledge of the duties and responsibilities of a security guard; ability to think and act quickly; ability to interact effectively and tactfully with members of the public; integrity; tact; initiative; sound judgement; courtesy; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) one (1) year of security experience for a bar, hotel, restaurant, retail store, school or a public law enforcement or private security agency; or b) completion of 30 post-secondary credits in security or criminal justice studies; or c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Satisfactory completion of an approved security guard training course as approved by the New York State Department of Criminal Justice in accordance with the Security Guard Act of 1992. Incumbents must maintain valid registration as a security guard throughout employment.