

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: SECURITY GUARD

TITLE #: 1604

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the security control of buildings, including the orderly flow of visitors to various offices. Requires the exercise of independent judgment and general understanding of the total operation of the office within these buildings. Works under the direct supervision of a designated supervisor. May be required to work evenings/weekends. Routine travel to various municipal locations may be a function of this class. May be required to oversee the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains security within and outside the building, makes scheduled rounds of the interior of the building and observes security conditions;

Receives visitors, answers questions and directs visitors to proper offices; provides information about available services within the building;

Depending on size of crowd, enforces order and discipline; maintains observation to prevent acts that could be harmful to building, employees and the general public;

Investigates any disturbances or unusual conditions; maintains communication with local police and supervisor relative to disturbances and disorders;

Responds to emergency situations as appropriate and may contact outside police, fire or emergency medical services if necessary;

Prepares reports of any outstanding disturbances or security conditions and submits reports to supervisor;

Reports any unusual conditions and facilities not functioning properly;

May travel to various worksites, parks, offices and buildings;

May be required to perform building services including but not limited to: clearing snow and ice from walks; unloading and delivering materials from vehicles; arranging chairs and tables and other equipment for special use of building or large floor areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of safety and security measures in a public setting; ability to deal effectively with people and act quickly in an emergency; ability to decide on an appropriate course of action; ability to maintain order; ability to carry out oral and written instructions; good judgment; excellent moral character and habits; good powers of observation and memory; mental alertness; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT: Must possess at time of application (and maintain throughout employment), a current identification card reflecting registration by the State of New York, Division of Licensing Services, as a Security Guard.

NOTE: Active duty police officers in New York State are exempt from the Special Requirement. However, police officers separated from service (i.e. retired) are considered civilians and must register as a security guard and complete all training.

JURISDICTIONAL CLASSIFICATION: Competitive

Revised: 06/18/13 dp