

## **SENIOR SECURITY AIDE (OC)**

**NYS #69-239 RC/EL #23046**

Examination to be held **March 4, 2023**; Last filing date **February 2, 2023**

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

**POSITION EXISTS IN:** Rockland Community College, Rockland County Sheriff's Department, Finkelstein Memorial Library, Clarkstown Central School District, East Ramapo Central School District, North Rockland Central School District, Nyack Union Free School District. The agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents of Rockland County at the time of examination.

**SALARY:** The starting salary is \$29.73 per hour for a 40-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions.

**WHAT THE JOB IS LIKE:** This is security work which involves responsibility for the protection of property against fire, theft, vandalism, and illegal entry through the enforcement of rules and regulations and the maintenance of order by security personnel on an assigned shift. The work is performed under the general supervision of a higher-level administrator. An incumbent in this title may be required to work a rotating shift. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: Graduation from high school or possession of an equivalency diploma and three (3) years of satisfactory work experience, military service, or education beyond high school, at least two (2) years of which must have been directly involved in the enforcement of security rules and regulations.

### **NOTES:**

1. Additional security enforcement work may be substituted for high school on a year-for-year basis.
2. An Associate's degree or higher in Criminal Justice or related field may be substituted for one (1) year of the specialized experience.
3. Employment in the Rockland County Sheriff's Office requires possession of a valid driver's license at the time of application which must be maintained throughout the course of employment.

### **SPECIAL REQUIREMENTS:**

1. Must complete all required pre-assignment training (must be provided by a certified security guard instructor at an approved security guard school) and all additional training and registration requirements as specified by the New York State Security Guard Act of 1992 and in accordance with the requirements of the New York State Department of State, Division of Licensing Services.
2. At the time of appointment and periodically throughout the course of employment the appointing authority may verify possession of a valid driver's license.

**NOTE:** If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the last filing date, April 2, 2023; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com).** You must pay the required evaluation fee.

**NOTE:** Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

### **SUBJECT OF WRITTEN EXAMINATION:**

1. **Preparing Written Material** – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. **Applying Written Information in a Safety and Security Setting** – These questions evaluate your ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.
3. **Principles and Practices of Safety and Security** – These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.
4. **Following Directions (Maps)** – These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

**USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION**

**TEST GUIDE:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Date Issued: 12/29/2022**