

## **SECURITY AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is security work of a routine nature involving responsibility for the enforcement of rules and regulations and the maintenance of order while on a regular patrol of buildings and grounds areas. The work is performed under the general supervision of a security head or administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Patrols an assigned area on foot or in a scooter or car;  
Maintains order on the grounds;  
Directs traffic and parking;  
Checks for fire and safety hazards;  
Checks doors and windows of unoccupied buildings to ensure they are properly secured;  
Checks vehicles for unauthorized parking;  
Investigates unusual or suspicious conditions or activities;  
Prepares and submits activity reports;  
Reports unusual or suspicious activities to superior;  
Operates motorized security vehicles;  
May conduct non-criminal investigations when assigned;  
May render first aid for minor injuries.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good social and general intelligence; good powers of observation and memory; familiarity with first aid techniques; ability to deal effectively with others; ability to understand and carry out oral and written instructions; ability to prepare activity reports; sound judgment; mental alertness.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, and two (2) years of satisfactory work experience, military service or advanced education beyond high school acquired non-concurrently.

### **NOTES:**

1. Additional work experience or military service may be substituted for education on a year-for-year basis.
2. Completion of an approved training course of at least 200 hours in security officer skills or closely related area may be substituted for one (1) year of the post high school experiences.

### **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. When required to perform driving duties, must possess a valid driver's license appropriate for the size and kind of vehicle being operated.

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Non-competitive