

## **SENIOR SECURITY AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** 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.

### **TYPICAL WORK ACTIVITIES:**

Patrols and supervises specific area on a regular schedule;  
Checks for potential fire and/or safety hazards such as blocked exits, missing fire extinguishers, missing warning signs, unsecured combustible material, etc.;

Secures all exterior doors, ensures only authorized personnel are admitted or released and that no property is removed without proper authorization;

Patrols and supervises public areas to maintain order and to ensure that all visitors are properly identified, accounted for and leave when scheduled;

Makes daily entries of routine as well as unusual occurrences;

Reports unusual activities and problems to the appropriate supervisor and may detain unauthorized persons for apprehension when necessary;

Participates as a team member in a set procedure for fire drills, fires, accidents, disturbances, theft, etc.;

Supervises security personnel or provides work guidance (e.g., lead work) depending on work location;

Prepares work schedules, issues equipment and maintains, reviews and verifies reports relating to security duties and responsibilities;

Monitors closed circuit TV, fire alarm modules and door alarms;

Completes reports and special projects as assigned;

May patrol assigned work areas to control crowds and traffic, deter theft and vandalism, check vehicles for unauthorized parking, prevent parking in restricted areas, fire zones, emergency entrance, etc.;

May conduct non-criminal investigations, searches and questioning as required;

May assume responsibility for the security force in the absence of a higher authority;

May render first aid for minor injuries.

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

Thorough knowledge of all physical areas to be secured; good knowledge of security practices and procedures; ability to deal with emergencies calmly and effectively; ability to supervise the work of others\*; ability to carry out oral and written instructions.

**MINIMUM QUALIFICATIONS:** 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.

(over)

**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.

\*Ability to supervise the work of others not required for Senior Security Aides at Rockland Community College.