

## **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 a security patrol on an assigned shift. The work is performed under the general supervision of a Security Officer, a Parks Maintenance Supervisor, a building administrator or equivalent. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Patrols a specific area on a regular schedule making regular punch-ins, checking doors, windows, lights, faucets, etc.;

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, opens a specified one during shift change and checks all incoming and outgoing personnel to ensure that only authorized personnel are admitted or released and that no property is removed without a property pass;

Patrols public areas during visiting hours to maintain order and to ensure that all visitors leave when scheduled;

Makes daily log entries of routine as well as unusual occurrences;

Reports unusual activities and problems to the appropriate official 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, missing patient, etc.;

Prepares work schedules, issues working equipment, maintains related records and generally supervises security personnel as required;

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

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 supervise others or provide work guidance (e.g. lead work) depending on work location;

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

May assume responsibility for the security force in the absence of the Security Officer.

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

Thorough knowledge of all physical areas to be served; good knowledge of security practices and procedures; ability to deal calmly and effectively with emergencies; 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.

**SPECIAL REQUIREMENT:**

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.

\*Ability to supervise the work of others not required for Senior Security Aides in County departments (e.g. Environmental Resources, General Services and Rockland Community College).