

## **VILLAGE SAFETY ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine security work involving responsibility for the performance of a number of public safety duties. The incumbent will be responsible for patrolling an assigned area to check for safety hazards and potential illegal activities, disorderly activities or crimes. At times, the incumbent will also provide assistance to residents in order to prevent possible safety hazards. This is a civilian, nonprofessional, non-enforcement position that cooperates with the local police department. The incumbent will be needed at all different times including during the day, at night, on weekends and on holidays. Work is performed under the general direction of a higher-level village administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Patrols an assigned area by motor vehicle or on foot and reports any potential illegal activities, or dangerous or emergency situations to the appropriate law enforcement agencies;

Makes regularly scheduled trips around village properties and public assembly buildings to ensure that they are secure;

Checks on unusual conditions or disturbances and reports suspicious activities to the appropriate village official;

Directs traffic and parking at various events and public gatherings;

Attends to the needs of residents to prevent potential safety hazards;

Keeps logs and simple records;

May request from the village's designated dispatcher to check motor vehicle records in instances of unauthorized parking or when there is concern for the safety and security of the village.

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

Good knowledge of local geography; good powers of observation and memory; working knowledge of village property, buildings, grounds and facilities; ability to make referrals to law enforcement or other agencies in appropriate situations; ability to keep simple records; ability to deal effectively with the public; 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.

**SPECIAL REQUIREMENT:** Possession of a valid driver's license appropriate for the size and kind of vehicle being operated.