

SECURITY GUARD

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine tasks pertaining to the safety of visitors and staff, security of county property within an assigned area and assisting the public. Insuring the safety of visitors and staff, maintaining order and protecting county property. Work is performed under general supervision of the Sheriff's office with leeway allowed for the exercise of judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Patrols building halls, stairwells, restrooms, entrances, parking lots and other parts of their assigned area; Maintains order and insures compliance with building rules; Welcomes visitors and directs them to the appropriate department; Works in cooperation with staff and administration to maintain a secure environment; Summons appropriate authorities in case of law violation, fire or medical emergencies; Keeps records and makes oral and written reports of activities.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of practices and procedures of security work; Working knowledge of practices and equipment in fire prevention and safety hazards; Ability to communicate effectively both orally and in writing; Ability to get along well with others; Ability to deal courteously yet firmly and tactfully with the public; Ability to think quickly and act effectively in emergency situations; Ability to remain calm in stressful situations; Neatness of appearance; Integrity. Dependability. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: Graduation from high school or possession of a high school equivalency diploma.

Approved 2/9/01