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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : PRINCIPAL SECURITY GUARD**  
**Code: 470125 WGF**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Acts as supervisor of several squads of security guards and performs related clerical work; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the work is supervisory and involves the coordination of several groups of security guards responsible for valuable property and supplies.

**TYPICAL DUTIES**

1. Coordinates and assigns duties to several patrols covering various events within the school district.
2. Maintains calendar of events to be covered and daily security log.
3. Handles desk communications center in absence of superior.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of the duties and responsibilities of a security force for a large buildings and grounds plant.
2. Ability to think and act quickly in emergencies.
3. Ability to plan and supervise the work of subordinate personnel.
4. Ability to keep records and make reports.
5. Ability to operate a two-way radio.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and

Two years of experience in law enforcement or security operations.

**NOTE:** Experience, as outlined above, in excess of the two-year requirement may be substituted for education on a year-for-year basis up to a maximum of two years.

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