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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SECURITY AIDE
Code: 470100 WFA
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Labor

GENERAL STATEMENT OF DUTIES

Patrols and protects school buildings and grounds; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties are routine and require the use of judgment in protecting property and/or persons, and responding to emergencies.

TYPICAL DUTIES

- * 1. Periodically tours buildings, grounds, or other designated areas to ensure that doors, windows, and gates are properly secured and have not been tampered with.
- * 2. Turns key or otherwise records visits at watch-clock stations at specified time intervals.
- * 3. Reports any unusual conditions or breakdowns in heating, plumbing, and electrical systems, reports attempted thefts, entries, vandalism or fires.
- 4. Performs a variety of unskilled tasks such as sweeping, attending to parking areas, and answering night telephone calls, as required.
- 5. Questions unauthorized personnel, and checks vehicles entering grounds.
- 6. Ensures safety of persons using the premises, as required.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the principles and practices of building and grounds safety and security precautions.
2. Ability to respond effectively to emergency situations.
3. Ability to patrol buildings and grounds.
4. Ability to follow oral and written directions.

MINIMUM QUALIFICATIONS

Training and Experience

Completion of eighth grade education
and

One year of satisfactory work experience.

Necessary Special Requirement

1. A background investigation will be performed prior to appointment.
2. Continuing possession of New York State registration as a security guard issued by the New York State Department of State.

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