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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SECURITY GUARD
Code: 470115 WFP
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Competitive

GENERAL STATEMENT OF DUTIES

Patrols and protects school buildings and grounds, and ensures the safety of persons using the premises; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties are routine and require alertness and the use of judgment in protecting property and responding to emergency situations.

TYPICAL DUTIES

- * 1. Patrols school property in order to maintain security and order.
- * 2. Reports unusual occurrences to the proper authorities.
- * 3. Directs and regulates the flow of traffic.
- * 4. Inspects parked vehicles for parking authorization, and reports violators.
- * 5. Assists in crowd control.
- * 6. Acts as an internal fire guard at extra curricular activities.
- * 7. Assists in making security surveys, and makes appropriate recommendations.
- * 8. Assists in fire drills and fire inspections.
- * 9. Maintains security log book, and prepares required daily reports.
- 10. Issues and controls building and room keys, as required.

***TYPICAL ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the principles and practices of buildings and grounds safety and security precautions.
2. Ability to respond effectively to emergency situations.
3. Ability to patrol buildings and grounds.
4. Ability to direct and regulate the flow of traffic.
5. Ability to maintain order during emergency situations.
6. Ability to participate in security surveys, fire drills, and fire inspections.
7. Ability to follow oral and written directions.
8. Ability to maintain records and prepare reports.
9. Ability to learn the operation of a two-way radio.
10. Ability to establish and maintain effective working relationships with associates.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Six months of satisfactory law enforcement and/or security operations experience.

Necessary Special Requirement

1. A background investigation will be performed prior to appointment.
2. Continuing possession of registration as a security guard issued by the New York State Department of State.
3. A medical examination and a physical agility test may be required.

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

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