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

**Title : SENIOR SECURITY GUARD**  
**Code: 470120 WGA**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Patrols and protects school buildings and grounds; conducts investigations; may direct the activities of subordinate security personnel; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the position requires the use of independent judgment in the performance of security and investigative functions, and may involve the direction of subordinates.

**TYPICAL DUTIES**

1. Patrols school property in order to maintain security and order.
2. Assigns patrols and arranges for substitutes.
3. Makes periodic field inspections to see that security activities are being properly performed.
- \* 4. Conducts various investigations in accordance with established procedures.
- \* 5. Maintains files on the progress and results of investigations, and prepares necessary documentation and reports.
6. Maintains security log and prepares required daily and periodic reports.
7. Monitors detection system and alerts security personnel or police as required.

**\*ADA ESSENTIAL FUNCTIONS**

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

1. Knowledge of the principles and practices of building and grounds safety and security procedures.
2. Knowledge of the principles and practices of investigative techniques.
3. Ability to think and act quickly in emergencies.
4. Ability to ascertain facts by investigation, interview, observation, and examination of records.
5. Ability to direct the activities of subordinate security personnel.
6. Ability to maintain records and prepare reports.
7. Ability to express oneself effectively, both orally and in writing.
8. Ability to establish and maintain effective working relationships.
9. Ability to operate a two-way radio.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and

One year of satisfactory experience in law enforcement or security operations.

**Necessary Special Requirement**

1. Continuing possession of an appropriate class, valid Driver's License issued by the State of New York may be required.
2. Continuing possession of registration as a security guard issued by the New York State Department of State may be required.

**NOTE:** Experience, as outlined above, in excess of the one-year 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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