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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SUPERVISING SECURITY AIDE
Code: 470180 WJA
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Non-Competitive

GENERAL STATEMENT OF DUTIES

Patrols and guards school buildings and grounds, and assigns and supervises the work of subordinate security personnel; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of independent judgment in the supervision of subordinate security personnel as well as the performance of routine security aide duties.

TYPICAL DUTIES

1. Sets up work schedules and sees that all buildings are covered at times other than regular hours.
2. Supervises the work of security aides.
3. Periodically tours building, grounds, or other designated areas to examine doors, windows, and gates for security.
4. May control traffic at designated areas.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the duties and responsibilities of a security aide.
2. Ability to plan and supervise the work of subordinate personnel.
3. Ability to give and follow oral and written directions.
4. Ability to think and act quickly in emergency and write accurate reports of incidents.
5. Good physical condition.

MINIMUM QUALIFICATIONS

Training and Experience

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

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