

SECURITY WORKER BILINGUAL

Code No: 4-11-067
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving the security of valuable property and supplies, usually at times when employees who are normally responsible for their care and use are not present. In school district settings, the employee is responsible for monitoring and disciplining disruptive behavior. Employees are expected to be fluent in spoken English and Spanish. Depending upon assignment, work may be performed during the day, or late hours of the night and early hours of the morning. The employee reports directly to and works under the general supervision of an administrative employee of a higher rank. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.):

Assists with overall safety/security surveillances;

Monitors and attempts to prevent disruptive behavior in schools or County owned or leased facilities with agency policies and procedures;

Prevents admittance to the premises of unauthorized persons;

Investigates unusual conditions or disturbances;

Prevents damage to property;

Assists local fire department with fire alarms and bomb scares;

Monitors vehicle and personnel movement on school or County property;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the duties and responsibilities of a security worker; ability to think and act quickly in emergency situations; fluency in the Spanish language; ability to climb stairs and walk moderate distances swiftly; ability to prepare simple reports; ability to operate two-way radios; ability to read, write and speak in both English and Spanish; ability to follow oral and written directions; willingness to work nights or unusual shifts; integrity; reliability; courage; sobriety; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma. Experience as a security guard or security officer may substitute for education on a year-for-year basis.

SPECIAL REQUIREMENTS: Current registration as a Security Guard with the New York State Department of State.

Depending upon assignment a physical examination may be required.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance of employment from the State Education Department is required.

ADOPTED: March 7, 2002