

## *SECURITY OFFICER I*

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing routine tasks pertaining to the safety of individuals and the security of county property within an assigned area. An employee in this class has responsibility for inspecting county property to detect security hazards, for deterring criminal activity by being visible and observant, and for detecting maintenance problems and equipment failure. Although an employee in this class is a peace officer, the law enforcement authority does not extend beyond county property. The work is performed under general supervision of the Commissioner of Social Services. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Patrols county property on a regular basis during the shift of work to detect fire, theft, vandalism, illegal entry or equipment failure and looks for possible hazards which may develop; Watches for and reports irregularities such as leaky pipes, unlocked doors, unusual occurrences and vandalized property to the appropriate personnel;  
Closes or locks door, gates and windows according to prescribed routines to deter criminal activity or accidental loss;  
Responds to non-criminal activity such as personal injuries, missing persons by rendering appropriate service;  
Warns violators of rule infractions such as loitering and expels if necessary;  
Testifies in court regarding offenses and those personally witnessed;  
Prevents acts that could be harmful to county property, employees or the general public by observing suspicious activity and responding to the activity and taking appropriate action;  
Participates in answering questions of the public;  
Prepares a variety of written reports or activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the geography of the county including the physical location and layout of county facilities; working knowledge of first aid techniques; ability to understand and follow oral and written directions; ability to communicate effectively, both orally and in writing; ability to get along well with others; ability to deal courteously yet firmly and tactfully with the public; ability to think quickly and act effectively in emergency situations; willingness to work shifts; good powers of observation; sound judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATION:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Criminal Justice or related field and two years of related experience;  
or
- (b) Graduation from high school or possession of a high school equivalency diploma and four years of related experience; or
- (c) An equivalent combination of training and experience as defined in (a) and (b) above.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Driver's License.

Revised  
August 30, 2004