

**CAMPUS SECURITY OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents in this class perform security-related functions at the Community College or school districts, involving responsibility for maintaining order, for the security of school property, and for the safety of students, visitors, and staff. The work is performed under general supervision, with considerable latitude allowed for the exercise of independent judgment in carrying out assignments.

**TYPICAL WORK ACTIVITIES:**

Maintains order on campus, at all times;  
Performs security work, fire prevention and safety enforcement;  
Makes inspection tours to ensure that security, safety and fire precautions are being observed;  
Controls and directs traffic on institution roadways and parking areas;  
Investigates motor vehicle accidents on campus;  
Gives direction and information to students and visitors;  
Participates in medical, fire, police and general safety training programs;  
Patrols the grounds on foot or in a patrol car to maintain order, protect persons and property, control traffic, provide first aid, and to prevent trespassing, theft or damage;  
Investigates complaints made to them personally or assigned by supervisor;  
Files reports and maintains an appropriate system of records and reports;  
In a school setting, enforce school rules and supervise crowd control at athletic events.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Good knowledge of the practices and procedures required to insure maintenance of order and security of buildings, grounds and equipment; good knowledge of safety precautions necessary to eliminate existing and potential security, safety and fire hazards; good knowledge of law enforcement statutes pertaining to theft and trespassing; working knowledge of investigative techniques; ability to communicate effectively with others; ability to understand and carry out complex oral and written directions; ability to prepare clear, concise reports; good judgment; tact; courtesy; resourcefulness; dependability.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift, push, pull and/or move/carry up to a minimum of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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Page 2

### **MINIMUM QUALIFICATIONS:**

#### **EITHER:**

- A. Possession of an A.A.S. degree or higher.

#### **OR**

- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Dept. of Education and six (6) months full-time, paid experience in a campus security organization, private, public, commercial security force or related field or customer service field.

**NOTE:** Part-time, paid experience may be prorated to meet the requirements above.

### **SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

**SPECIAL REQUIREMENT:** ANY GOVERNMENT AGENCY EMPLOYING INDIVIDUALS (EXCEPT PEACE AND POLICE OFFICERS) TO PERFORM SECURITY SERVICES WILL BE REGULATED BY THE N.Y.S. DEPARTMENT OF STATE EFFECTIVE JANUARY 1, 1994.

Security guards employed prior to January 1, 1994 may continue employment pending compliance with registration requirements. A date for compliance with the new registration requirement for such employees will be assigned by the Department of State. New security guard employees on and after January 1, 1994 must meet the following new registration requirements in addition to the minimum qualifications listed above:

- At least 18 years of age
- Complete a minimum of 8 hours of pre-assignment training
- Not have been convicted of a serious offense
- Be of good moral character and fitness
- Not have been discharged from a correctional/law enforcement agency for incompetence or misconduct.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at

<http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Non-Competitive (PT)

Approval 9/3/75

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