

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
Non-competitive (part-time)
EEO Category: Protective Service: Non-sworn
Reviewed: 10/02/06

CAMPUS SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is routine patrol work involving responsibility for checking the security of buildings and grounds at the Mohawk Valley Community College. This position does not involve responsibility for performing any police duties such as investigation or apprehension. Rather, problems must be reported to appropriate police or college officials. The work is performed under general supervision. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Patrols buildings, grounds and parking lots to maintain security and health and safety of staff and students;
Checks windows, doors and entrances to buildings to make certain they are locked;
Guards to prevent damage to campus property;
Checks campus for fire hazards;
Checks parking lots for unregistered cars and parking violations, and takes appropriate action where necessary;
Controls and directs traffic as required;
Give directions;
Reports unusual conditions, disturbances or accidents orally, or in writing, as directed;
Provides for medical aid in the event of an accident or an emergency;
Checks gauges, meters, thermostats, etc, and takes appropriate action where necessary;
Operates switchboard after normal business day, provides relief at other times as directed;
Provides back-up courier service as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the practices and procedures necessary to maintain order and ensure the protection of life and security of buildings, grounds or equipment; working knowledge of safety precautions necessary to eliminate or prevent fires, accidents and safety hazards; ability to exercise sound judgment in carrying out monitoring and security duties; ability to understand and deal effectively with students, faculty and others; ability to understand and carry out oral and written directions; ability to prepare clear and concise reports.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Candidates must have New York State Security Guard certification at time of appointment.

Adopted: 01/28/82
Revised: 04/25/89, 05/25/94, 10/15/97, 12/30/98
Reviewed: 10/02/06