

CAMPUS SECURITY AIDE (RCC)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized security work of a routine nature involving responsibility for the enforcement of rules and regulations as they pertain to public safety, traffic, property access, fire, and crime prevention in order to ensure the protection and safety of students at Rockland Community College. The work is performed in accordance with established security plans, policies, and procedures and under the general supervision of the Director of Public Safety. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols buildings, classrooms, grounds, and parking areas on foot or in a patrol vehicle in order to maintain order, ensure the safety of persons and property, control traffic flow, provide first aid for minor injuries, and prevent trespassing, theft, or property damage;

Reports incidents and emergencies, as directed and in accordance with pre-established procedures, to college officials and law enforcement and fire-fighting agencies;

Checks security and fire alarms, fire extinguishers, and safety systems in order to ensure that they are effectively operating and may correct minor operational deficiencies or defects;

Performs basic inspections of buildings to identify fire hazards and reports same, as needed;

Prepares basic, structured incident and crime and safety reports;

Checks all campus buildings and facilities when not in use and secures same by ensuring that doors are locked, windows are closed, etc.;

Unlocks doors and entrances for daily activities and classes;

Directs traffic on campus and ancillary campus roads, parking areas, grounds, etc. and issues parking violation tickets, as needed;

Gathers information related to motor vehicle accidents that occur on campus and completes forms regarding same;

Provides assistance to motorists, as needed (e.g., may assist with dead batteries, motorists locked out of their cars, etc.);

Provides directions to students and visitors;

Ensures that students comply with RCC policies, procedures, and disciplinary actions;

May meet with campus groups and employees to provide basic information regarding self-protection practices, campus safety services, student patrols, etc.;

May make recommendations to improve campus safety (e.g., changes in campus lighting, identifies trees and bushes that may conceal illegal activities, etc.);

May assist law enforcement agencies with investigations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Rockland Community College's practices and procedures for maintaining order and ensuring the security of building, grounds, and equipment*; good knowledge of Rockland Community College's computerized security and energy management systems as they pertain to the campus environment*; working knowledge of routine campus traffic control procedures, campus crowd control, and fire and crime prevention, as they pertain to a community college campus*; ability to gather basic information as it pertains to campus security matters; ability to provide first aid for minor injuries*; ability to establish and maintain cooperative relations with others; ability to follow and implement Rockland Community College campus security policies and procedures*.

(over)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, and two (2) years of satisfactory work experience, military service or advanced education beyond high school acquired non-concurrently.

NOTES:

1. Additional work experience or military service may be substituted for education on a year-for-year basis.
2. Completion of an approved training course of at least 200 hours in security officer skills or closely related area may be substituted for one (1) year of the post high school experiences.

SPECIAL REQUIREMENTS:

1. Must complete all required pre-assignment training (must be provided by a certified security guard instructor at an approved security guard school) and all additional training and registration requirements as specified by the New York State Security Guard Act of 1992 and in accordance with the requirements of the New York State Department of State, Division of Licensing Services.
2. When required to perform driving duties, must possess a valid driver's license appropriate for the size and kind of vehicle being operated.

*To be demonstrated during the probationary period.