

SECURITY AIDE AND COMMUNICATIONS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is work of a responsible nature which involves regularly checking the security of a police facility/court building (including prisoners, courtrooms, police cars, parking areas, etc.) as well as providing clerical assistance and back-up to the officer in charge of the communications desk. The work is performed under the direct supervision of that officer in accordance with established rules and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains building security by physically checking entrances and exits, courtrooms, offices, bathrooms, etc. on a regularly scheduled basis;

Checks prisoners in their cells on a scheduled basis and logs same;

Alerts desk officer to any irregularities or problems discovered during inspections;

Performs regularly scheduled inspection tours of building grounds and police vehicles, and reports any evidence of tampering or trespassing found;

Fields any incoming calls other than criminal, non-criminal or emergency complaints;

Answers routine questions and refers callers as necessary;

Operates a NYSPIN communications system as needed;

Files complaints and index cards by alpha and/or numeric order and reviews files for correct order;

Maintains simple activity reports;

Performs various other clerical or manual tasks as assigned by the desk officer;

May be asked to run errands off the work site requiring vehicle operation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the alphabet and numbers; ability to understand and carry out oral and written instructions; ability to recognize problems and to report same in a calm and reasonable manner; ability to respond to emergencies; ability to prepare simple activity reports; good powers of observation and memory.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, and two (2) years of paid work experience, military service or education beyond high school.

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 REQUIREMENT: When required to perform driving duties, must possess a valid driver's license appropriate for the size and kind of vehicle being operated.

R.C.D.P. (05.18.1992) 11.18.2015 - Job specification may be subject to further revision
Competitive
(Part-Time is Non-competitive in the Town of Stony Point)