

## **SECURITY GUARD**

### **PURPOSE AND NATURE OF WORK**

Positions in this class are responsible for patrolling city-parish buildings, facilities, and grounds to help deter theft and vandalism. Incumbents are required to work nights and weekends. Work is performed under general supervision.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Patrols buildings, facilities, and grounds. Checks windows and doors, and registers at strategically located checkpoints to indicate time of inspection trips. Permits authorized persons to enter the building, and records their arrival and departure times. Reports violations, vandalism or unusual occurrences to the proper authority. Makes certain that visitors attending after-hours meetings in the building are not allowed to go into other parts of the building. Answers "after-hour service" telephone lines; records and/or relays emergency messages to the proper source.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of the physical boundaries of the territory to be guarded.  
Knowledge of the locations of security check points.  
Knowledge of the rules and regulations governing access to buildings after hours.  
Knowledge of whom to contact for various emergency situations or unusual occurrences.  
Ability to read and write.  
Ability to deal with people in a courteous but firm manner.  
Ability and willingness to work nights and weekends.  
Ability to distinguish between authorized and unauthorized persons entering buildings.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school and experience in security work; or any equivalent combination of training and experience.