

## SECURITY GUARD (ARMED)

NATURE OF WORK IN THIS CLASS:

This is routine security work in the enforcement of rules and regulations for the protection of government property.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all duties which may be assigned; any one position may not include all the duties which may be performed.)

Stands guard on a security post to enforce security rules and regulations; patrols grounds on foot or with vehicle checking buildings and premises to guard against fire, theft or vandals; enforces rules and regulations for the prevention and the protection against fire, theft, vandalism, disturbances, or other unusual circumstances; notifies proper authorities in the event of criminal or unusual activity.

Prepares and maintains log books, records and files of work activities; submits incident reports during tour of duty as applicable.

May direct traffic in a designated area during peak hours.

May perform routine investigations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn the agency's rules, procedures and regulations pertaining to the protection of government property.

Ability to apply and enforce security rules and regulations with tact, firmness and impartiality.

Ability to handle and maintain small arms weapon.

Ability to think and act quickly and calmly in emergencies.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare routine security reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

(a) One (1) year experience as a guard involving the protection of government property; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

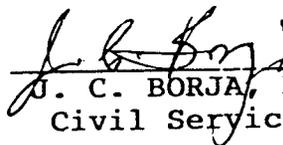
Possession of a valid driver's license may be required.

Possession of a valid firearms permit may be required.

Established: July 1980

Amended: June 1984

Pay Range: 13

  
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J. C. BORJA, Executive Director  
Civil Service Commission