

Victor Schools vacancy:
Starting rate: \$45,000/yr – may be higher based on experience.

Under the NY HELP Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELP Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

CAMPUS SECURITY GUARD

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

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of a valid New York State Operator's license, and maintenance of such license throughout the tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS: This is routine patrol work involving responsibility for protecting persons and property on a school campus. Employees in this class must work toward building and maintaining a positive relationship with students and other members of the campus community as part of an overall program of cooperation in preventing crime and destructive disorders. Work involves performance of duties in maintaining security on a school district campus. Work is performed under the general supervision of the School District Safety Officer, other higher-level safety personnel or school administrative personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Uses district-wide monitoring cameras in the normal course of day-to-day security activities;
Directs and routes traffic on campus during school events and drop-off and pick-up times;
Issues summons for violations;
Keeps order at athletic events and other gatherings;
Questions, and if necessary, detains suspicious persons pending arrival of an authorized police officer;
Makes regular and assigned checks of buildings and grounds to ensure that locks, doors, and windows are secured;
Inspects fire extinguishers for serviceability;
Gives directions and other assistance to visitors and issues visitor passes as authorized;
Requests police officer assistance when necessary;
Immediately reports to appropriate authority emergencies and occurrences of a suspicious or unusual nature;
Submits routine daily reports and, on occasion, detailed narrative reports;
May make emergency equipment repairs;
Performs other duties related to security as assigned by the supervisor and school administrators.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and procedures required to insure maintenance of order and security of buildings, grounds and equipment; good knowledge of computerized security systems; good knowledge of agency policies and regulations regarding the maintenance of a public safety model of operation; working knowledge of procedures relating to traffic, crowd control, property access control, and fire and crime prevention; working knowledge of accepted methods of first aid treatment; ability to understand and follow oral and written directions; ability to get along well with others, ability to prepare reports; ability to be courteous yet firm with the public, students and school personnel; ability to think quickly and act effectively in emergency situations; willingness to work shifts; good vision and hearing; integrity; reliability; sobriety; physical condition commensurate with the demands of the position.

REVISED: 5/28/03; 8/8/22; 12/20/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE