

SOCIAL SERVICES SECURITY AND SAFETY AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is a staff position within the Department of Social Services. Incumbent perform a wide variety of Security, safety, and clerical support for various units within the department. Assists the Special Investigation Unit with providing building and field security and safety. The work is performed under the direct supervision within Investigations or administration. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only); Staffs the reception and security desk areas of County buildings and facilities; Receives and checks visitors and clients coming into building; Directs visitors to proper locations; Monitors electronic security safety and communications systems; Responsible for dispatching and assisting investigators to address emergency situations; Maintains and audits visitor logs; Issues visitor passes; Accounts for security entrance codes and key access to County buildings; Acts as a security attendant for at risk youth and clients; Transports clients and/or their dependants; Assists in pre-employment investigations; Maintains Financial Management Services; Performs courier services; Assists in maintaining case files; Performs data entry;

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of practices and methods used in security work; Working knowledge of Article 35 NYS Penal Law; Ability to work with people under emergency situations; Ability to enforce rules and regulations established by the department; Good powers of observation; Sound judgement; honesty; courtesy; tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. (1) Graduation from high school or possession of a New York State equivalency diploma, including or supplemented by the successful completion of a typing or keyboarding course; and (2) two years of full-time paid clerical or keyboarding experience; OR
- B. An equivalent combination of training and experience as defined by the limits of (A) above.

SPECIAL REQUIREMENTS:

- 1. Possession of a valid New York State driver's license and
- 2. Eligibility for a certificate as Security Guard/Officer issued by New York State Department of State. Possession of certificate at time of appointment.

Approved 3/7/03