

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV47620
Job Class Code:	660	Salary Schedule:	ASRRSECAD
EEO Category:	04	Grade:	11
Workers Comp Code:	7720		

Job Code Established:	08/17/76	Effective Date:	
Job Code Revised:	01/01/00	Effective Date:	

JOB CODE SERIES: Security Series

JOB CODE TITLE: SECURITY AIDE

HRIS TITLE: SECURITY AIDE

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for work of routine difficulty in safeguarding public property against fire, vandalism and theft; and performs related work as required.

EXAMPLES OF DUTIES: Checks building and grounds for unauthorized persons or animals and for fire or other unusual conditions and immediately reports those conditions needing prompt attention; checks for unlocked doors or windows; checks electrical equipment, heating, cooling, and water systems for any malfunctions or emergency and adjusts controls as needed; keeps a timed record of rounds made and conditions found; may do some cleaning or other minor maintenance work; may clean walks of snow; may operate switchboard or answer telephone; signs in and signs out authorized persons.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the methods for guarding premises against break-in, and for avoiding fire hazards.

Skill/Ability to: read simple instructions; write informal memos; follow simple verbal and written instructions; be watchful, apply rules, and regulations; deal effectively with public.

Experience and Education: Typical ways to obtain the KSAs would be:

- Ability as shown by Personnel Division evaluation of training, experience and/or examination to do or learn to do routine protective services.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS:

A medical/physical evaluation is required prior to appointment.