



SECURITY GUARD
Department of Public Works – Buildings
Salary: \$27,695.00

This is a non-competitive position. It consists of simple routine work involving responsibility for patrolling an assigned area in order to guard against trespass or damage. Employees in this class are responsible for safeguarding valuable property, supplies and supply lines and systems.

TYPICAL WORK ACTIVITIES:

Makes rounds of the area to which assigned; Prevents damage to properties; Inspects doors, windows and locks; Maintains a lookout for irregular occurrences such as trespassers or fires; Performs incidental janitorial duties and makes minor emergency repairs; Shovels snow and performs other grounds tasks; May make routine fee collections; May answer telephone and log calls; Operates pressure automatic valves; May maintain simple records of unusual occurrences; May be required to operate a motor vehicle; May be required to operate a manual control elevator; Does related work as required.

MINIMUM QUALIFICATIONS:

Candidates must be at least 18 years of age.

SPECIAL REQUIREMENTS:

1. Applicants must meet all training and registration requirements as established under NYS General Business Law. These requirements include pre-assignment training, yearly training, and fingerprint and employment history registration.
2. Candidates previously discharged from a correctional or law enforcement agency for incompetence or misconduct are ineligible for appointment.
3. An appointing authority may require possession of a New York State Motor Vehicle Operator's license at time of appointment.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. (A money order in the amount of \$99.00 would be required.) It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before January 6, 2012 to:

Dutchess County Department of Human Resources
22 Market Street, Poughkeepsie, NY 12601
Phone: 845-486-2169
Website: www.co.dutchess.ny.us
An EEO/AA Employer

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