

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 30, 2012

TOWN SECURITY PERSON

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining order and providing security in public buildings and courtrooms. The work is performed under general supervision of the authorized designee (ex. Town Judge or Town Supervisor). The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides security for Town Court and Town meetings and events;
2. Operates scanning devices and security equipment;
3. Provides security for Town buildings and property as required;
4. Escorts judges, juries, witnesses, and others in court room and public buildings;
5. Advises visitors to Town Court, Town meetings and events on protocol and maintains order;
6. Provides assistance in emergency situations and summons police as necessary;
7. Prepares incident reports;
8. Assists in miscellaneous coordination of Town Court, Town meetings and events.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to maintain order; ability to perform first aid; ability to exercise judgment and common sense in stressful situations; ability to carry out established security procedures in case of fire, bomb threat or other emergency situations; ability to observe detail, remember facts and information, and evaluate situations; ability to understand oral and written instructions and apply information, rules, regulations and procedures to specific situations; ability to prepare brief written communications; ability to communicate information orally to the public, or related personnel; ability to use self-defense, restraint techniques and security equipment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Retired or current member of a police or sheriff's department, or division of state police, or retired or current corrections, parole or probation officer. Candidates must have permanent competitive status in order to be reinstated or transferred.