

STATE OF NEBRASKA CLASS SPECIFICATION
SECURITY COMMUNICATIONS SPECIALIST

EST: 03/96 - REV: 05/13
CLASS CODE: P61851

DESCRIPTION: Under general supervision, monitors and operates the equipment and alarm systems in a central security communications center; dispatches security guard staff; contacts emergency staff as the situation demands; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Not available.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Monitors and operates the security equipment in a central security communications center, reporting conditions that are outside of normal limits to proper authorities.

Coordinates emergency responses for fire alarms, bomb threats, and similar situations by contacting emergency staff, evacuating buildings as necessary, and/or announcing severe weather warnings on a public address system.

Dispatches security guard staff in response to alarms and requests for assistance and coordinates responses with the appropriate emergency/security agencies, following established policies and procedures.

Codes and issues building access cards.

Runs daily and special reports, such as card access, alarm transactions, or cardholder listing reports, for requesting agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: agency and state policies, procedures, and guidelines; agency and state security equipment and alarm systems.

Ability to: handle more than one situation at a time; operate agency and state security equipment and alarm systems.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: basic electronics and communications principles and equipment.

Ability to: communicate orally and in writing; make decisions in emergency situations; operate basic personal computers.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

[Provisional Minimum Qualifications statements]

Training or experience in basic radio communication and/or dispatching.

SPECIAL NOTES:

Specific positions may require possession of a valid Nebraska driver's license.

Specific positions may require incumbents to wear a uniform in the performance of their duties.