

**DESCRIPTION:** Under general supervision, controls and enforces building, facility, and parking rules and regulations to ensure safety and security. Guards property against theft, fire, vandalism, and illegal entry; 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.)

This is the first full performance classification level of the Security Guard class series. Positions at this level perform basic security and inspection activities following well-defined policies and procedures. Security Guard positions are distinguished from positions in the Security Communications class series, which are assigned duties, on a regular, on-going basis, requiring the use of computerized communications equipment and audio/visual monitoring devices and the notification of state or local public safety and other emergency personnel to provide emergency responses or perform further safety/security actions. Positions in this class also do not have certified law enforcement authority, or any direct safety/security responsibilities for residents or inmates housed in a state facility. Positions also do not have any full supervisory or work shift oversight responsibilities assigned.

**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.)

Patrols interior of buildings and exterior grounds on foot and by vehicle; checks building systems such as plumbing, electrical, or safety/security operations.

Operates audio/visual monitoring devices, as needed.

Monitors the computer security system and checks/tests the operational status of message and alarm devices.

Controls daytime and after hours building access by employees and visitors; checks their credentials as required; locks and unlocks access points at various locations; escorts individuals as needed.

Responds to fire, safety, and intrusion alarms and to intercom service calls and other communication messages; provides first aid and cardiopulmonary resuscitation (CPR).

Maintains a summary record of all shift activities, complaints, and reports items needing corrective measures and property found; confers with the supervisor and others about these activities and items.

Patrols parking facilities and inspects permits and controls movement of vehicles within the facilities.

Maintains daytime service and security work locations to assist visitors and employees.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Ability to: communicate in person, and by telephone, computer, email, and correspondence with state employees, government officials, visitors, and the public to exchange information; follow instructions; apply work guidelines without the immediate presence of the supervisor; remain calm during emergency or adverse situations; handle difficult or irate individuals and maintain harmonious relationships; read and understand labels, signs, guidelines, and instructions; explain technical rules and standards to coworkers and others; examine the components or elements of equipment, instruments, data, or situations; pay attention to remember and record details of incidents, people, places, and things; summarize facts and/or figures into reports; select and recommend a course of action from alternatives; apply first aid and cardiopulmonary resuscitation (CPR) procedures; learn State and employing agency safety/security policies, procedures, and guidelines; learn electronic monitoring devices and their operations used by the employing agency; apply first aid procedures; operate equipment and vehicles used to perform assigned duties.

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

For Agencies other than Military Dept.:

No specific education, training, or experience is required for entry to this class.

For NE Military Department:

Must be a current member of the Nebraska National Guard (AFT, Technician, or M-Day) or a current federal employee of the Military Dept. Exceptions will be considered for National Guard retirees and must be requested and justified in writing. (NOTE: M-Day Guard members who are part- or full-time permanent employees of the State of Nebraska are not eligible.) Must possess valid military security clearance or may be subject to a law enforcement background check. Minimum age requirement: 19 years of age except must be at least 21 years of age for events where alcohol will be served.

**SPECIAL NOTES:**

Some positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation, in order to perform work-related travel.

Some positions in this class may require incumbents to wear uniforms while working.

Some positions may require certification in CPR procedures.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).