



## SECURITY GUARD

### **Amenities:**

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

### **Position Summary:**

Assists both employees and the public with safety concerns and issues; safeguard assigned property against any loss or damage from theft, fire, vandalism, or other causes; direct the public to areas of county buildings; contributes to the wellbeing of employees and visitors to all county buildings, does related work as required.

An employee hired as a security guard for Northumberland County is responsible for ensuring that county buildings are safe and secure for those working in and visiting the buildings. The work is done under the direction of the Director of Security.

### **What You'll Do:**

- Open county buildings and prepare them for the entrance of employees and visitors.
- Monitor camera systems and watch for unusual activity.
- Check all visitors to the buildings through the security systems.
- Direct the public to offices and areas of the buildings.
- Report unusual cases, conditions, of occurrences to designated authorities and supervisors.
- Maintain visitor log in sheets.
- Secure all weapons and issue weapon receipts.
- Secure the buildings at the end of the day.
- Other duties may be assigned by superiors.

**Job Requirements/Skills & Abilities:**

Thorough knowledge of current security practices and procedures; knowledge of general function of facilities; knowledge of building rules and regulations pertaining to admission and exit of persons or the ability to readily acquire such knowledge and ability; ability to understand and follow simple oral and written instructions; alertness in observing unusual conditions and in reporting such conditions to proper authorities; ability to follow rules, procedures, and policies; courteous and polite manner; positive attitude; tact; good physical condition.

**Minimum Training & Experience:**

Preferably some experience in jobs involving meeting and greeting the public or as a watchman or building attendant; High School or GED; or any equivalent combination of experience and training; experience in working with people; security background with training preferred but not necessary.

**Employment Category:**

- Full-Time
- Part-Time

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

