

# Guard Tompkins County

**Department:** Various Agencies

**Classification:** Non-competitive for County Departments, Competitive PJC for other agencies.

**Labor Grade:** Road Patrol Grade 44

**Approved:** 03/25/1987

**Revised:** 10/16

**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

There are no minimum training or experience requirements for this position.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENT:**

The applicant must have a valid New York State drivers license at the time of application and maintain such license for the duration of employment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is routine uniformed, or non-uniformed, security work involving responsibility for the performance of a number of public safety duties while buildings are open or security duties when they are closed. At the Sheriff's Office, the employee will be a deputized peace officer with the ability to arrest and detain in accordance with Criminal procedure law. The work primarily involves patrolling the buildings and grounds to ensure that adequate safety and security is being maintained. The work is performed under the direct supervision of the Sheriff of Tompkins County with some independent responsibility for the exercise of sound judgment in emergencies, or another appropriate supervisor in other locations. The incumbent will perform all work as required.

## **TYPICAL WORK ACTIVITIES:**

- At the Airport location, ensures the security of the secured area of the Airport;
- Patrols buildings and grounds;
- Checks doors, windows, and building entrances to be certain they are closed and locked;
- Prevents the admittance of unauthorized persons and may escort persons causing disturbances from the building;
- Investigates any disturbance or unusual conditions;
- Maintains log sheet of all duties performed and completes reports of incidents occurring during shift;
- Turns off lights and office equipment after offices close for energy savings;
- Assist law enforcement officers to obtain information relating to complaints, accidents or incidents occurring on County grounds;
- May relay messages and transport mail to and from County buildings;
- May perform routine clerical duties such as the maintenance of a duty log.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the duties and responsibilities of a guard;
- Ability to think and act quickly in an emergency;
- Ability to communicate effectively;
- Ability to decide upon an appropriate course of action in an emergency;
- Reliability; firmness and coolness in emergencies are required personal characteristics;
- good vision and hearing; manual dexterity;
- The employee must have the physical ability to arrest and detain (at the Airport), as well as the mental facilities necessary to make good and appropriate judgments on a snap basis.

