THE CITY UNIVERSITY OF NEW YORK
 Classified Civil Service Position Description

Title  Campus Security Assistant

Title Codes:  500032 Campus Security Assistant
             500033 Campus Security Assistant (Hourly)
             Legacy System Code: 04841

Classifications:  Job Family: Special Officer Group
                 Non-Competitive
                 Non-Managerial

Attributes:  No restriction on number of positions
              FLSA Status is Non-Exempt

Date Issued  July 6, 2011

General Duties and Responsibilities

In accordance with the policies of The City University of New York and individual colleges/units, and under supervision, incumbents perform duties supporting campus/location public safety and security.

Campus Security Assistants work in closely with Campus Peace Officers. The major distinction between a Campus Peace Officer and a Campus Security Assistant is that Campus Security Assistants do not receive Peace Officer status.

Qualification Requirements

Proof of meeting requirements 1 – 7 is needed before the close of a Civil Service Examination filing period. You may be asked to provide proof of meeting these requirements at any time between your application and the close of the filing period.

1. A total of one (1) year full-time work experience OR one (1) year of U.S. Military service

2. English Proficiency: candidates must be able to speak, read, write, and comprehend the English Language well enough to meet the minimally acceptable performance standards set for job tasks.

3. United States Citizenship or Permanent Resident status.

4. High School Diploma or GED.

5. Valid New York State Security Guard License.

6. Passage of a competency-based work experience test

7. A valid Driver’s License, (from any state or territory of the United States) may be required for some, but not all positions.

Candidates who receive conditional appointment must also meet requirements 8 and 9.

8. Candidates must meet physical, medical, and psychological requirements as defined in University examination standards. Candidates must pass a screen for drug usage. They may be required to demonstrate physical readiness for performing job tasks.

9. Candidates must also undergo a background check, including fingerprint screening.
Requirements for Continued Employment

Employees are expected to continue to meet the Qualification Requirements as a condition of continued employment. Any required certification is considered to be a form of licensure and must also be maintained.

Continued employment also depends on completing and successfully passing training courses or programs. Training may be required by the Vice Chancellor for the Office of Human Resources Management or the University Director of Public Safety. Training may also be required to comply with New York State Security Guard Licensing rules and regulations, and other laws and regulations.

All Campus Security Assistants are subject to random drug screening.

Direct Lines of Promotion

From: None  To: Campus Peace Officer (04844)
General Work Tasks

The word “post” does not necessarily imply a fixed post at which a Campus Security Assistant is expected to remain for the entire duration of a tour. A roving patrol may be considered a post.

- Act as a First Responder to alarms and calls for service.
- Observe campus activities, reporting suspicious behavior and other incidents to Central Dispatch and/or a ranking officer within Public Safety.
- Enforce college rules and regulations as specified in Standard Operating Procedures.
- Check IDs and parking passes/decals (where applicable) of students, faculty, staff, and visitors, in accordance with the College’s access policy.
- Answer department telephone lines, including emergency calls.
- Provide travel directions to college and to college campus buildings, offices, and services.
- Accept items to the campus Lost & Found.
- Occasionally driving the college vehicle providing a driving or walking safety escort or to assist the Campus Public Safety Officer during emergency transport off campus and other events on campus as specifically assigned at designated campuses (a valid driver’s license is required for this purpose).

Administrative Duties

- Maintain a personal record (memo book) of daily job activities and incidents, as they occur, in the manner determined by the Campus Public Safety Director.
- When assigned, carefully monitor the premises through the campus CCTV system.
- Perform assigned Fire Safety duties, including acting as a Fire Warden or Fire Guard during fire drills, emergencies, and other building evacuations.
- Act as central dispatcher, when assigned.
- When assigned, maintain post and tour logs, guaranteeing that logs are kept current and entries are up-to-date.
- Maintain radio contact with the Department’s Central Dispatch.
Job Characteristics

Required

Incumbents must possess the following knowledge:

Knowledge

Public Safety and Security: relevant equipment, reports, policies, standard operating procedures, and strategies to promote effective campus and University security operations for the protection of students, staff, faculty, and visitors.

Laws, Rules, and Regulations: laws, rules, and regulations that govern the operation of each college and of CUNY.

First Aid/CPR: techniques, procedures, and laws governing the administration of basic First Aid and CPR.

Fire Safety: relevant fire regulations and campus policies to act as Fire Guards and/or Fire Wardens.

Campus Familiarity: major facilities, functions, and persons on campus, being able to provide the location of offices and hours of operation.

Required

Skills

- Incumbents must be skilled in:

- Exercising good judgment, knowing what is permitted and impermissible within the laws, rules, and regulations under which Public Safety operates, choosing the most appropriate action, considering the relative costs and benefits.

- Effectively organizing college-issued property, post, paperwork, and all other necessary equipment used to perform routine job tasks.

- Using due caution and obeying all traffic laws when operating department vehicles.

- Transmitting ideas and information, speaking so others will understand.

- Providing service by meeting the needs of students, faculty, staff, visitors, and the surrounding college community, in accordance with College and University polices and practices.

- Listening actively, giving full attention to what other people say, taking time to understand the points being made, asking questions as appropriate without being disruptive to the flow of the information

- Clearly and concisely transmitting ideas in writing by including appropriate and accurate information, using proper grammar, spelling, syntax, and composition.

Required

Abilities

Incumbents require the ability to:

- Physically respond (e.g., run across campus or upstairs) to calls for service, alarms, and other emergencies; also must be able to stand for extended periods of time (e.g., 8-hour shift with two fifteen-minute breaks and a half-hour meal period.).

- Perform basic self-defense maneuvers.

- Know their location in relation to the environment and know where other objects are in relation to themselves.

- See objects in detail under various conditions (i.e., at night, up-close, far away, and
peripherally).

- Read and understand information and ideas presented in writing.
- Lift a 40-pound box (which might contain evidence, papers, receipts, etc.) without assistance.

**Other Work Requirements**

Often Campus Security Assistants face conflict situations and physical injury is possible. Work must often be performed in crowded public areas. A significant amount of time is spent standing in this job and frequent running and climbing of stairs is also required. There is often exposure to the elements. Tasks must often be performed outdoors or in areas without air conditioning or heat. Campus Security Assistants must be exact or accurate in performing work.

**Work Values and Interests**

People who are drawn to the Campus Security Assistant job typically value:

- Helping people.
- Integrity.
- Displaying discipline and self-control.
- Maintaining a professional appearance.
- Doing a good job.
- Organizations with supportive management.
- Supervisors who train their workers well.
- Career advancement.
- Working with co-workers in a friendly, non-competitive environment.

People who are drawn to the job of Campus Security Assistant typically like being involved in work that is conventional, with set procedures and routines and a clear line of authority. However, they also enjoy making decisions and taking risks. They enjoy providing help or service to others and communicating with people.