



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **GUARD**  
Jurisdictional Class: Non-competitive (**PJC**)  
Civil Division: Cato-Meridian School District  
Adoption: CSM 4/17/2018  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the protection of school buildings or grounds or property from harm, theft, vandalism, illegal entry, or other unlawful activity or equipment failure. A guard performs routine security duties to deter, observe, detect and/or report incidents in order to prevent unlawful or unauthorized activity or to protect school property, buildings, equipment, etc. The work typically includes patrolling school buildings and grounds at night when the facilities are closed for business, unoccupied or closed to the public. An employee in this class does not exercise supervision. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Walks through school buildings or grounds on a regular or scheduled basis to detect fire, theft, vandalism, illegal entry, equipment failures or any suspicious findings to protect the property from threat, harm or theft;  
Reports any and all suspicious activity or illegal activity on an immediate basis as required in an emergency;  
Gives directions or answers questions for visitors to assist them in locating their destination or informing them of pertinent information;  
Questions people who appear to be loitering to determine their reasons for the presence;  
May order those without legitimate purpose to leave the premises;  
May assist in crowd control at special events;  
Watches for and report irregularities to designated personnel;  
Works with students and school personnel on security issues.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Ability to recognize breaches of security and obvious maintenance problems which impact on security of facilities; ability to work with the public, school personnel, and students in a courteous and professional capacity; ability to relate to visitors in simple spoken exchanges of information; ability to learn guard routes and routines; working knowledge of standard security guard functions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a general equivalency diploma (GED) AND at least two (2) years college with recent work experience specializing in security monitoring or law enforcement.

NOTE: Candidates must meet the requirements as set forth under New York State Law for Security Guards and overseen by the New York State Department of State.

**SPECIAL REQUIREMENT(S):**

Possession of a current valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

In accordance with the Safe Schools Against Violence in Education (SAVE) Legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.