

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

SECURITY GUARD 1

DEFINITION

Performs routine security work in protecting state property and maintaining the security of state buildings, institutions, or installations; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Makes regular inspection tours of an assigned area or building at a state institution or installation; punches time clock at established intervals and locations; watches for prowlers, fire, water leaks, or other unusual occurrences which may lead to loss or damage to property and equipment.

Insures that inside and outside lights are on or off as required; turns off office machines and unit air conditioners that have been left on.

Insures that all doors and gates are locked and that only authorized vehicles and persons are admitted to assigned areas of building during the tour of duty.

Enforces institutional rules of behavior on grounds; reports disturbances which cannot be disposed of immediately; counsels and helps aged residents.

Assists and directs visitors; furnishes information in a courteous manner; directs traffic and enforces vehicles regulations.

Maintains order and discipline among institutional residents and visitors; assists in locating and returning escaped residents.

Parks vehicles that have been returned after the motor pool is closed and checks out cars before the dispatcher arrives.

Makes out daily report covering activities of shift.

Performs incidental custodial and maintenance duties.

COMPETENCIES REQUIRED

Knowledge of the procedures involved in buildings and grounds security work.

Knowledge of procedures used in regulating vehicular traffic.

Ability to deal courteously and tactfully with the public.

Ability to understand and execute oral and written instructions.

Ability to maintain simple records.

Ability to work irregular shifts (nights/days) and under adverse weather conditions.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION EXPERIENCE AND SPECIAL REQUIREMENTS

No specific education or experience required.

NOTE:

Some agencies may require applicants to meet minimum standard for Iowa law enforcement officers, including a minimum age of 21 years; a citizen of the United States, of good moral character as determined by a thorough background investigation, and not opposed to the use of force in the line of duty.

NOTE:

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 9/01 GR