

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

SECURITY GUARD 2

DEFINITION

Oversees security guards performing routine security work in protecting state property and maintaining the security of state buildings, institutions, or other 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

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload and checking work; may make suggestions on selection, promotions, and reassignments.

Oversees and participates in the work of a group of security guards responsible for safeguarding state property and maintaining the security of state buildings, institutions, or other installations.

Patrols the grounds or other installation area looking for unusual incidents, unsecured doors, windows or gates, or any other problems needing attention and makes periodic checks on of security guards to assure proper performance of duties.

Investigates complaints, accidents, and/or violations of rules and regulations.

Prepares reports of activities and checks reports submitted by other security guards.

COMPETENCIES REQUIRED

Knowledge of departmental policies, procedures, and regulations.

Knowledge of and familiarity with problems which arise in safeguarding buildings and grounds, and the procedures used in dealing with them.

Ability to oversee and coordinate the work of others.

Ability to understand and execute oral and written instructions.

Ability to express ideas effectively, orally, and in writing.

Ability to work out of doors for extended periods under unfavorable 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

Experience equal to three years of full-time work in law enforcement or security work;

OR

an equivalent combination of education and experience substituting of one year (thirty semester or equivalent hours) of post high school education in law enforcement for one year of the required full-time experience to a maximum substitution of three years;

OR

employees with current continuous experience in the state executive branch that includes the experience equal to two years of full-time work as a Security Guard 1.

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