

## SOCIAL SERVICES SECURITY AND SAFETY AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is a staff position within the Department of Social Services. The work involves responsibility for performing moderately difficult clerical tasks requiring a general understanding of specific law, office rules, procedures, and policies as well as an ability to meet and direct the public. It calls for the exercise of independent judgment in the application of prescribed procedures and methods. Incumbent perform a wide variety of Security, safety, and clerical support for various units within the department. The work is performed under general supervision with considerable responsibility required in handling a wide variety of duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only); Staffs the reception and security desk areas of County buildings and facilities; Receives and checks visitors and clients coming into building; Directs visitors to proper locations; Monitors electronic security safety and communications systems; Responsible for dispatching and assisting investigators to address emergency situations within county buildings; Maintains and audits visitor logs; Issues visitor passes; Accounts for security entrance codes and key access to County buildings; Acts as a security attendant for at risk youth and clients; May transport clients and/or their dependents; Assists in pre-employment investigations; Maintains Financial Management Services; Performs courier services; Assists in maintaining case files; Performs data entry; Operates various office machines.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to work with people under emergency situations; Ability to enforce rules and regulations established by the department; Good knowledge of office terminology, procedures and equipment; Good powers of observation; Good knowledge of business arithmetic and English; Ability to understand and carry out oral and written directions; Ability to get along well with others; Sound judgement; Clerical aptitude; Mental alertness; Neatness; Accuracy; Tact and courtesy; Integrity; Sound judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. (1) Graduation from high school or possession of a New York State equivalency diploma, including or supplemented by the successful completion of a typing or keyboarding course; and (2) two years of full-time paid clerical or keyboarding experience; OR
- B. An equivalent combination of training and experience as defined by the limits of (A) above.

SPECIAL REQUIREMENTS:

A valid New York State driver's license is required at time of appointment and maintained during employment.

Approved 3/7/03

Revised 8/26/14