Georgia State University

Job Specification

Job Title: Security Guard

BCAT Code: 093X35       Effective Date: April 1, 2007
Pay Grade: G07      FLSA Status: Non-Exempt       Revision Date: July 1, 2013

General Description
Performs security duties to protect GSU property, personal property and for the personal protection of individuals. Performs the duties under the general supervision of the Police Department Supervisor.

Examples of Duties
- Provides information to students, faculty, staff, and the general public regarding departmental procedures and regulations.
- Patrols assigned areas, watching for and reporting suspicious activities.
- Locks doors, windows, and turns utilities in assigned areas on and off.
- Documents any unusual occurrences at the assigned location.
- Reports emergencies to police via landline or two-way radio.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of standard security practices and procedures.
- Ability to sit or stand at a stationary assignment for long periods.
- Effective oral and written communication skills.
- Ability to work morning, day and evening hours, and/or weekends and holidays.
- Effective time management skills.
- Ability to operate a computer workstation.
- Effective organizational skills.

Minimum GSU Hiring Standards
High school diploma or GED and no felony convictions. Must be able to pass a thorough background investigation and take a pre-employment drug screen. A valid Georgia driver’s license is required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.