Job Title: Security Guard II

BCAT Code: 093X56  Effective Date: September 29, 2012
Pay Grade: G08  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 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.
- Monitors the access and egress to buildings via camera surveillance and alarm detection software.
- Verifies the proper identification and access of housing residents via computer applications.
- Reports emergency situations, crimes, etc., to the GSU Police and other Police agencies as instructed.
- Locks doors, windows, and turns utilities in assigned areas on and off.
- Checks work areas for safety and fire code violations.
- Monitors alarms, such as fire, HVAC, panic, etc.
- Provides safety escorts to ensure students’ safety by walking or driving students around campus, making sure the students arrive safely at their destination.
- Trains and provides non-supervisory instructions to student assistants and cadets.
- 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 one year of public safety experience 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.