

Town of North Hempstead Department of Public Safety

PUBLIC SAFETY OFFICER 1 PART-TIME POSITION OPEN

GENERAL STATEMENT OF DUTIES

Performs routine security duties in protecting public buildings and grounds or other public property; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties are routine and require efficiency and alertness in their performance.

TYPICAL DUTIES

1. *Periodically tours buildings, grounds, or other designated areas to ensure that doors, windows, gates, and equipment are secured properly.
2. Turns key at each watch clock station at specified intervals.
3. *Reports any unusual conditions to supervisors and/or proper authorities.
4. Performs a variety of unskilled tasks, including custodial work, answering the telephone, and directing the public.
5. *Questions unauthorized personnel and checks vehicles entering public grounds.
6. *Drives a motor vehicle, as required.

***ADA ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES

- 1.Ability to act quickly and efficiently in emergency situations.
- 2.Ability to learn and enforce security procedures and regulations.
- 3.Ability to learn the layout of the area to be guarded.
- 4.Ability to perform routine, unskilled maintenance tasks.
- 5.Ability to follow oral instructions.

MINIMUM QUALIFICATIONS

Training and Experience

Ability to read and write English and One year of work experience.

Necessary Special Requirement

1. Continuing possession of an appropriate class, valid driver license issued by the State of New York may be required by the appointing agency.
2. A background investigation will be performed prior to appointment.
3. Continuing possession of registration as a Security Guard issued by the New York State Department of State.

Please email resume plus cover letter summarizing qualifications to Bob Weitzner, Commissioner of Finance and Human Resources, at:

careers@northhempsteadny.gov