

Security Attendant

Definition:

Under direction, patrols and guards County buildings and grounds; follows security procedures for County facilities, property and assets; controls and monitors access to County facilities; and issues tickets on County controlled parking lots for unauthorized or illegally parked vehicles.

The Security Attendant assists with providing security services at various locations. Incumbents in this classification are not peace officers and do not carry firearms.

Essential Functions:

- Patrols, provides surveillance, and performs security procedures for County facilities, property and assets; reports irregular or suspicious circumstances to the senior staff.
- Patrols County owned parking lots; issues parking citations to illegally parked vehicles; assesses the need for parking lot maintenance and/or repair; and reports all security issues that may arise.
- Operates and monitors the electronic access control system, and closed circuit (CCTV) and video surveillance systems.
- Takes appropriate action in guarding against or responding to fire, theft and damage to property.
- Calls for assistance in emergency situations, assists law enforcement and safety personnel in emergencies.
- Answers questions and gives directions to members of the public and responds to security concerns and complaints.
- Prepares written reports.
- Checks doors and windows for security after normal operating hours; turns out lights.
- Responds to emergency alarms and assists in the evacuation of buildings.
- Reports operational failure of HVAC, electrical or plumbing equipment.
- Provides appropriate access for authorized persons to assigned areas.
- Monitors night meetings.
- Operates a County vehicle to perform patrol duties.
- Issues and records temporary parking permits.
- Appears in court to give testimony relative to citations issued.
- Performs other related duties as may be required.

Employment Standards:

- High School Diploma, G.E.D. or equivalent or any equivalent combination of training and experience which would provide the necessary knowledge, skills, and abilities.
- Possession of a Guard Registration Card issued by the State of California. Department of Consumer Affairs, Bureau of Security and Investigative Services upon appointment.
- Possession of a valid California Class C Driver's License.

Ability to: analyze problems and exercise independent judgment; deal effectively with the public; understand and follow oral and written instructions; adopt quick, effective courses of action; write clearly; learn the operation of closed circuit TV (CCTV) and video surveillance systems and electronic access control systems.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.