

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

ASSISTANT CHIEF OF SECURITY

Position Code: K0630

DISTINGUISHING FEATURES OF THE CLASS

Under administrative direction, assists in planning, organizing and supervising the activities of the Office of the Secretary of State security guards; implements security procedures to provide safety conditions inside and outside buildings under the jurisdiction of the Secretary of State.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. As an Assistant Supervisor, plans, organizes, supervises and evaluates the activities of assigned security guards.
2. Enforces established rules and regulations for buildings and grounds security; implements approved security procedures.
3. Schedules and assigns security staff; evaluates employee performance; exercises responsibility for attendance and personal management functions; trains assigned security guards, prepares reports on activities or problems.
4. Responds to and resolves emergency situations referring only the most critical situations to the Chief of Security.
5. Assists in overall administration of the security program for the Office of the Secretary of State; recommends improved security procedures.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school and one year of supervisory experience in security, law enforcement or a related field.

Knowledge, Skills and Abilities

Requires working knowledge of the principles of security.

Requires working knowledge of the physical location and structure of buildings and grounds under the jurisdiction of the Office of the Secretary of State security program.

Requires ability to handle stressful situations.

ASSISTANT CHIEF OF SECURITY (Continued)

Requires ability to implement new or revised security methods, procedures and standards of performance.

Requires ability to develop and maintain cooperative working relationships with security personnel.

Requires possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission - January 12, 1983

Effective - January 16, 1983

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year