

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

**CHIEF OF SECURITY**

**Position Code: K1230**

**DISTINGUISHING FEATURES OF THE CLASS**

Subject to administrative approval, plans, organizes, and directs the activities of the Office of the Secretary of State Security Guards; implements security programs to provide safety conditions inside and outside buildings under the jurisdiction of the Secretary of State.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. As Chief of Security, plans, organizes, directs and evaluates the Physical Services Security Program; administers applicable rules and regulations under jurisdiction of the Office of the Secretary of State.
2. Conducts regular inspections of buildings and grounds and security guard personnel to assure standard operating procedures are adhered to.
3. Manages staff activities; schedules and assigns security staff with specific duties and responsibilities.
4. Establishes and implements efficient and effective security procedures; responsible for enforcement of rules relating to vehicles.
5. Prepares administrative security reports and makes recommendations for improved efficiency.
6. Responsible for security personnel management and public relations; provides security training and orientation of revised security programs.
7. Responsible for evaluation and discipline of security guards.
8. Confers with Director and Deputy Director regarding security program functions and to resolve administrative problems.
9. Performs other duties as required or assigned.

## **CHIEF OF SECURITY (Continued)**

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in law enforcement and one year of professional supervisory experience in security, law enforcement or a related field.

#### **Knowledge, Skills and Abilities**

Requires extensive knowledge of the principles of security and business administration.

Requires ability to analyze security problems and adopt an effective course of action.

Requires ability to develop, evaluate and implement new and revised security methods, procedures and standards.

Requires ability to exercise independent judgment in implementing departmental policies and procedures.

Requires ability to develop and maintain cooperative managerial working relationships.

Requires possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission - March 9, 1982

Effective - March 16, 1982

### **EXAMINATION INFORMATION**

Tests and Weights:                      Education and Experience, 100%

Length of Eligibility:                      1 year