

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

**SECURITY GUARD**

**Position Code: K8055**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, performs work involving all phases of security inside and outside of buildings under the jurisdiction of the Secretary of State; makes inspections for possible hazards; monitors activities of people entering and leaving buildings; furnishes information and directions when requested; assists building occupants during emergency evacuations if ordered and administers emergency response procedures/protocols.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Enforces rules relating to building security including implementation of rules relating to vehicle speed, emergency procedures, parking and use of walks in assigned areas.
2. Makes periodic patrols of building and grounds; checks for unauthorized movement; secures doors and windows; monitors assigned areas for prowlers, fires or any cause which might result in loss or damage; enforces the Illinois Administrative code, rules and regulations.
3. Checks incoming and outgoing materials; inspects deliveries of supplies and materials.
4. Inspects identification and controls access to/from all buildings under the jurisdiction of the Office of the Secretary of State; issues passes as needed.
5. May direct assignments to and coverage of all posts during a shift period.
6. Operates fire and burglar alarm systems.
7. May train new employees.
8. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to the completion of high school **AND** one (1) year experience in the security field. Sixty (60) semester hours of college credit, with Criminal Justice or related coursework, may be substituted for the experience requirement.

## **SECURITY GUARD (Continued)**

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

Requires working knowledge of procedures involved in maintaining security of buildings and grounds.

Requires ability to understand and effectively carry out oral and written instructions.

Requires ability to recognize and report safety hazards.

Requires ability to think and act quickly and effectively in emergencies.

Requires ability to enforce rules with firmness and tact.

Requires ability to analyze situations accurately and take appropriate action.

Requires meeting physical examination and drug screening requirements.

Requires willingness to travel and possession of a valid Illinois drivers' license as required by individual positions within the class.

Established – September 15, 1981

Revised – June 19, 2013