

ORANGE UNIFIED SCHOOL DISTRICT

SECURITY MONITOR

DEFINITION

Under general supervision – monitors the Intrusion Alarm Console located in the Maintenance, Operations and Transportation office for detecting unauthorized entries into district facilities; and does related work as required.

Representative Duties

Listens for sounds of intrusion when alarm is signaled; discriminate routine, normal outside from intrusions; notifies local police department of any actual or suspected entry; monitors suspected site until signal rests and/or police have indicated no entry; maintains running log of activities in legible and understandable manner; maintain running logo of monitor times and sounds heard; notifies proper and/or designated school personnel of actual entries.

Organizational Responsibilities

Positions in this Class report to the Operations Manager and are assigned to monitor on a 24 hour a day and seven days a week basis and therefore involves night, weekend, and holiday work on a rotating basis.

ENTRANCE QULIFICATIONS GUIDE

Training and Experience –

Good work history and one year exposure to basic law enforcement or related experience desirable.

Knowledge and Abilities

Knowledge of: safe working methods and procedures.

Ability to: follow basic instructions; ability to maintain accurate and legible records, must be able to work with minimal supervision and/or independently; must be able to work rotating shifts.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in this class require mobility of arm to reach and dexterity of hands to grasp and manipulate mall objects.

Vision

Positions in this class require vision (which may be corrected) to read small print.

Licenses and Other Requirements:

Valid California Driver's License

Other Conditions:

Incumbents may be required to work at an alarm display system for prolonged periods; Incumbents may be required to work during evening and swing shifts.