

ORANGE UNIFIED SCHOOL DISTRICT

SENIOR SECURITY MONITOR

DEFINITION

Under general supervision, coordinates all duties within the Security Department between monitors and patrol, monitors the intrusion alarm systems located in the Transportation Facility for detection unauthorized entries into district facilities; and does related work as required.

Representative Duties

Listens for sound of intrusion, when applicable, when alarm is signaled; discriminate routine, normal noises from intrusion; regularly monitors all facilities on intrusion systems determining a possible intrusion; dispatch District patrol, or request police response in the event of District patrol is not available, of any actual or suspected entry; monitors suspected site until cause of alarm has been determined; maintains various running logs of activities in legible and understandable manner; notifies proper and/or designated District personnel and keeping their time records. Coordinate all use of facilities and their opening and closing as required.

Organizational Responsibilities

Positions in this class report to the Operations Manager and are assigned to monitor an electronic intrusion alarm console located in one room. The system is monitored on a 24 hour a day basis on weekends and holidays, and after normal business hours during the week; therefore, involving night, weekend and holiday work on possible rotating basis.

ENTRANCE QULIFICATIONS GUIDE

Training and Experience

Good work history and one year exposure to basic law enforcement or related experience is 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 on possible rotating shifts.

Licenses and Other Requirements:

A valid California Driver's License

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 arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

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

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.

Board Approved: June, 1986