

Position Title: Security Guard
Department: Building Services
Location: Albany
Hiring Rate: \$15.66/Hr.; 10am – 6pm, Mon. – Fri.
Bargaining Unit: CSEA Inc., AFSCME, local 1000, AFL-CIO
Janitorial Services Assistants and Security Guards Negotiating Unit
Posting Date: September 28, 2020

Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions

Please specify the exact title and location of the position that you are applying for. All candidates must submit a resume demonstrating evidence of meeting the qualifications as specified in the job notice. Please include all relevant employment history, including the name of each employer, dates of employment and titles held.

For additional information, please see attached position description.

Qualified candidates should send a resume and letter of interest to:

Silvana Giovannone

515 Broadway, Albany, NY 12207

518.257.3550 (fax)

Recruiting@DASNY.org (e-mail)

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Position Description

Position Title:	Security Guard
Grade/Classification:	Hourly
Bargaining Unit:	CSEA Inc., AFSCME, local 1000, AFL-CIO Janitorial Services Assistants and Security Guards Negotiating Unit
FLSA Status:	Non-Exempt

Last Revised: July 28, 2020

Primary Purpose

Under the direct supervision of Building Services staff, the Security Guard serves as the first contact for employees and visitors who enter the Authority's headquarters.

Essential Functions

- Perform guard duties such as checking identification badges, controlling the lobby area, monitoring the building security systems, and reporting any situations or problems to the proper authorities.
- Receive visitors; screen and refer callers to proper individual or phone number; take and communicate messages promptly; answer routine inquiries.
- Receive incoming deliveries including Federal Express, UPS and hand deliveries, and notify appropriate units or personnel for pick-up.
- Log in bids received and coordinate the bid process with the Contracts Unit.
- Type correspondence, memoranda, incident reports, etc.
- Arrange messenger delivery as needed and maintain a log of deliveries sent and received.
- Assist with building safety and security activities.

Other Duties and Responsibilities

- May be called upon to perform duties in emergency situations, e.g., when the Authority's facilities are affected by fire, severe weather or criminal acts.
- Undertake special assignments as directed.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet).

Supervision

N/A

Physical/Mental/Visual Demands

Overtime or extended work hours may be required. Must be available to work a modified work schedule.

Work Environment

Standard office environment, including the use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, electronic stapler/hole punch/date stamp, shredder.

Minimum Qualifications

New York State Department of State (DOS) Security Guard Registration and six months of relevant experience. Ability to handle an extremely busy reception area.

Position Description

Preferred Qualifications

High School diploma or equivalent plus three years experience as a Security Guard or three years performing relevant guard duties as a police officer, peace officer or military personnel. New York State Department of State (DOS) Security Guard Registration. Ability to handle an extremely busy reception area.

Essential Skills

- Strong interpersonal skills.
- Proficiency in PC applications such as Outlook, Excel, Access, Word and PowerPoint.