

# SECURITY ASSISTANT

## Brief Description of Job Functions & Selection Requirements

### SECURITY ASSISTANT

#### – Brief Description of Job Functions

- Works a fixed post, usually at the entrance of a court facility, to detect or prevent unauthorized individuals from entering, or at a rail station to detect or prevent fare evasion.
- Disseminates information to the public and directs visitors to personnel and services within a County facility or rail station.
- Utilizes fixed and hand-held scanning devices to detect unauthorized weapons or devices; temporarily detains individuals for further questioning or arrest where circumstances and conditions warrant such action.
- Monitors alarm systems and electronic surveillance equipment and responds to locally-activated fire, burglary or other alarms by reporting incidents to appropriate personnel.
- Locks and unlocks gates and doors at designated times.
- Writes daily activity, incident, and non-employee injury reports.
- May operate miscellaneous equipment and/or motor vehicles as required.

### SECURITY ASSISTANT

#### - Selection Requirements

1. 18 years old at time of filing
2. U.S. high school diploma or its equivalent, or GED  
Foreign transcripts must be evaluated.
3. U.S. Citizen or Permission to work in United States
4. Valid California Driver's License:- Class C or ability to utilize other means of transportation when needed to carry out job duties.

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