

SECURITY AIDE

FINKELSTEIN MEMORIAL LIBRARY

Finkelstein Memorial Library is seeking a candidate to perform security work of a routine nature involving responsibility for the enforcement of rules and regulations and the maintenance of order while on a regular patrol of buildings and grounds areas. The work is performed under the general supervision of a security head or administrator. Does related work as required.

Candidates must possess good social and general intelligence; good powers of observation and memory; familiarity with first aid techniques; ability to deal effectively with others; ability to understand and carry out oral and written instructions; ability to prepare activity reports; sound judgment; mental alertness.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, and two (2) years of satisfactory work experience, military service or advanced education beyond high school acquired non-concurrently.

NOTES:

1. Additional work experience or military service may be substituted for education on a year-for-year basis.
2. Completion of an approved training course of at least 200 hours in security officer skills or closely related area may be substituted for one (1) year of the post high school experiences.

SPECIAL REQUIREMENTS:

1. Must complete all required pre-assignment training (must be provided by a certified security guard instructor at an approved security guard school) and all additional training and registration requirements as specified by the New York State Security Guard Act of 1992 and in accordance with the requirements of the New York State Department of State, Division of Licensing Services.
2. When required to perform driving duties, must possess a valid driver's license appropriate for the size and kind of vehicle being operated.

Please mail, fax or email resume to:

Angela Sers, Head of Human Resources
Finkelstein Memorial Library
24 Chestnut Street
Spring Valley, NY 10977
(845) 352-2319 (Fax number)
e-mail: asers@rcls.org