

Job Duties and Tasks for: "Security Guard"

- 1)** Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- 2)** Answer alarms and investigate disturbances.
- 3)** Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- 4)** Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- 5)** Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- 6)** Circulate among visitors, patrons, and employees to preserve order and protect property.
- 7)** Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
- 8)** Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.
- 9)** Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- 10)** Escort or drive motor vehicle to transport individuals to specified locations and to provide personal protection.
- 11)** Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.

Job Activities for: "Security Guard"

1) Making Decisions and Solving Problems -- Analyzing information and evaluating results to choose the best solution and solve problems.

2) Documenting/Recording Information -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

3) Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.

4) Monitor Processes, Materials, or Surroundings -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

5) Identifying Objects, Actions, and Events -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

6) Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

7) Resolving Conflicts and Negotiating with Others -- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

8) Performing for or Working Directly with the Public -- Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

9) Inspecting Equipment, Structures, or Material -- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

10) Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.

11) Interpreting the Meaning of Information for Others -- Translating or

explaining what information means and how it can be used.

12) Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

13) Performing General Physical Activities -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

14) Updating and Using Relevant Knowledge -- Keeping up-to-date technically and applying new knowledge to your job.

15) Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.

16) Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

17) Evaluating Information to Determine Compliance with Standards -- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

18) Assisting and Caring for Others -- Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

19) Training and Teaching Others -- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Skills Needed for: "Security Guard"

1) Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.

2) Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

3) Social Perceptiveness -- Being aware of others' reactions and understanding why they react as they do.

4) Speaking -- Talking to others to convey information effectively.

5) Monitoring -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

6) Writing -- Communicating effectively in writing as appropriate for the needs of the audience.

7) Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

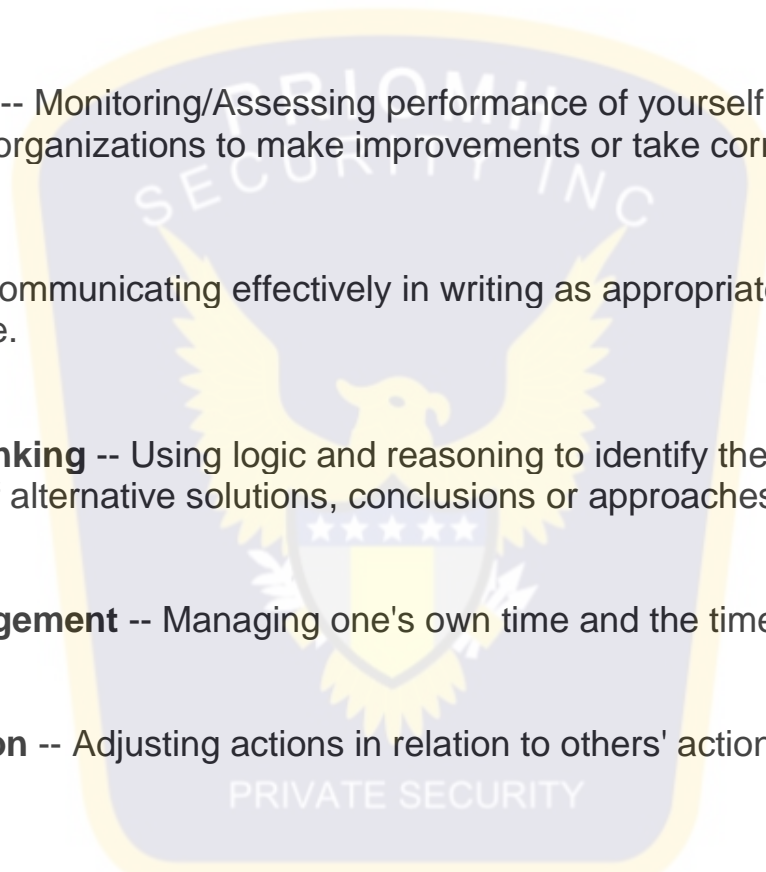
8) Time Management -- Managing one's own time and the time of others.

9) Coordination -- Adjusting actions in relation to others' actions.

10) Judgment and Decision Making -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

11) Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making.

12) Instructing -- Teaching others how to do something.



13) Negotiation -- Bringing others together and trying to reconcile differences.

14) Complex Problem Solving -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

15) Learning Strategies -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

16) Management of Personnel Resources -- Motivating, developing, and directing people as they work, identifying the best people for the job.

17) Service Orientation -- Actively looking for ways to help people.

Abilities Needed for: "Security Guard"

1) Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

2) Selective Attention -- The ability to concentrate on a task over a period of time without being distracted.

3) Inductive Reasoning -- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

4) Near Vision -- The ability to see details at close range (within a few feet of the observer).

5) Far Vision -- The ability to see details at a distance.

6) Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.

7) Deductive Reasoning -- The ability to apply general rules to specific problems to produce answers that make sense.

8) Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.

9) Written Expression -- The ability to communicate information and ideas in writing so others will understand.

10) Hearing Sensitivity -- The ability to detect or tell the differences between sounds that vary in pitch and loudness.

11) Flexibility of Closure -- The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

12) Information Ordering -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

13) Perceptual Speed -- The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

14) Speech Clarity -- The ability to speak clearly so others can understand you.

15) Speech Recognition -- The ability to identify and understand the speech of another person.

16) Speed of Closure -- The ability to quickly make sense of, combine, and organize information into meaningful patterns.

17) Written Comprehension -- The ability to read and understand information and ideas presented in writing.

18) Time Sharing -- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

19) Fluency of Ideas -- The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

20) Originality -- The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

21) Category Flexibility -- The ability to generate or use different sets of rules for combining or grouping things in different ways.

22) Auditory Attention -- The ability to focus on a single source of sound in the presence of other distracting sounds.

Knowledge, Experience, Education Required for: "Security Guard"

1) Public Safety and Security -- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

2) Customer and Personal Service -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

3) English Language -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

4) Law and Government -- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

5) Clerical -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

