



Our Future Starts  
With *you!*

**POSITION:** Security Guard (HELPS)

**DEPARTMENT:** Albany County Department of General Services

**SALARY:** \$48,975

**WORK LOCATION & HOURS:** Albany County Facilities, 8A-5P

**BENEFITS:**

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ Public Service Loan Forgiveness

**DESCRIPTION:**

Performs security duties over buildings, grounds and parking lots during working hours. Provides security against property loss by theft, fire and vandalism by foot and vehicle patrols of buildings, grounds and parking lots. The policies and procedures are well established but because of the nature of the work, the employee must exercise some independent judgment in determining methods to be used in emergency situations. Work is performed under general supervision of a supervisor of security. Does related work as required. This position performs over the phone interviews/assessments with clients.

**MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of a High School Equivalency Diploma.

**SPECIAL REQUIREMENT: (ALL):**

- Eligibility to be registered as a Security Guard/Officer issued by New York State Department of State. At time of appointment, possession of unique security ID # issued by New York State, Division of Licensing Services.
- At time of appointment, possession of valid New York State motor vehicle license.

**Please submit a resume and current guard license with this application.**

**POINT OF CONTACT FOR INQUIRIES:**

Krista.Sbuttoni@albanycountyny.gov

**Candidates will not have to take an exam for this title.** This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

