

CLASS TITLE: PUBLIC PROPERTIES OFFICER

Class Code: 02186200

Pay Grade: 12G

EO Code: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform duties of a patrolling, protective and policing nature in an assigned area in a state building and/or on other state premises, guarding them, their contents and their occupants against hazards, such as accident, injury, damage, fire, theft and trespass; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior from whom are received general and specific instructions; work is reviewed for conformance to such instructions.

SUPERVISION EXERCISED: May supervise others assigned to assist in the performance of duties.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform duties of a patrolling, protective and policing nature in an assigned area in a state building and/or on other state premises, guarding them, their contents and their occupants against hazards, such as accident, injury, damage, fire, theft and trespass.

To make periodic tours of inspection of buildings and/or other public premises during hours when they are open to the public and to report conditions constituting obvious hazards; to make such tours of inspection at other specified times; to watch for and prevent disturbances; to investigate suspicious activities; to prevent trespassing, loitering and tampering with state property in and around buildings and grounds, and, as required, to direct traffic.

To be responsible, personally, for the maintenance of law and order.

To give directions and routine information to the public regarding the location of offices of officials and public services.

To cooperate with the state and local police in the enforcement of the laws and regulations of the municipality in which the building or premise is located.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the practices, methods and responsibilities of patrolling, protective and police work as applied to the protection of life and property; a familiarity with law provisions and limitations respecting such work; the ability to meet and to handle people in a manner conducive to orderly behavior; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of eight school grades; and

Experience: Such as may have been gained through: employment in a position involving responsibility for the protection of persons or property in a municipal or state police force; in a penal or correctional institution, in military service, in a law enforcement agency or in any other public or private protective agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

Editorial Review: 3/15/03