



Job Specification

Job Title: Security Guard
BCAT Code: 821X AA
Pay Grade: G07

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs security duties for the Language Research Center.

Examples of Duties

- Patrols assigned areas watching for and reporting suspicious activities.
- Monitors the health and well-being of research animals.
- Reports emergencies.
- Services research systems when necessary.
- Locks doors and windows, and turns utilities on or off in buildings.
- Assists in administering nighttime medications to research animals.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of standard security practices and procedures.
- Effective oral and written communication skills.
- Effective time management skills.
- Effective organizational skills.
- Ability to patrol assigned areas.

Minimum GSU Hiring Standard

High school diploma or GED, no felony convictions. Must be able to pass a thorough background investigation and take a pre-employment drug screen.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.