

SECURITY/COMMUNICATION SYSTEMS MONITOR

KIND OF WORK

Clerical and/or technical work involving security, surveillance, and/or communications.

NATURE AND PURPOSE

An employee in this class monitors environmental, security and/or communications systems from a central control point. The work involves monitoring electronic equipment such as closed circuit T.V. cameras, an electronic environmental monitoring system, emergency phone lines, intrusion sound alarm and teletype machines. Employees communicate via two-way radios with field personnel, such as security guards. They may also answer questions regarding office and employee locations, state building policies, and notification of incidents or emergencies. Employees are responsible for notification of proper authorities whenever monitoring equipment indicates abnormal conditions or whenever emergencies occur. Action taken is in accordance with specific written procedures, policies and contingency plans.

Supervision is received from a higher level technical or administrative employee.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

To notify appropriate division employees and state agencies so that they are aware of emergency situations and have all information necessary to respond.

To respond to telephone inquiries from state employees and the public regarding complaints, building and office locations, and division rules and policies.

To monitor electronic surveillance equipment regarding security, environmental and communications systems.

To operate a C.R.T. in order to gather information regarding auto registration, driving records, or other computerized information when requested.

To keep daily activity logs and records of employee assignments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The principles of effective public relations.

Administrative rules, regulations and procedures governing division operations.

Ability to:

Read and apply specific procedures in a variety of situations.

React quickly in emergency situations.

Keep records and complete reports.

Est.: 8/80

Rev.:

T.C.:

Former Title(s):