



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### SECURITY GUARD

Class Title	Class Code	Pay Band	Alt Pay Band*
Security Guard-B	M9032B	25	35
Security Guard-O	M9032O	30	40
Security Guard-A	M9032A	35	45

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

### Nature of Work

Security guards patrol and inspect property to protect against fire, theft, vandalism, terrorism, and illegal activity. They protect their employer's property, enforce laws on the property, deter criminal activity, and other problems. These workers may be armed. They use various forms of telecommunications to call for assistance from police, fire, or emergency medical services. Security guards write comprehensive reports outlining their observations and activities during their assigned shift. They also may interview witnesses or victims, prepare case reports, and testify in court.

In contrast, guards assigned to mobile patrol drive or walk from one location to another and conduct security checks within an assigned area. They may detain or arrest criminal violators, answer service calls concerning criminal activity or other safety concerns, and issue traffic violation warnings. Guards maintain order and protect the institution's customers, staff, and property. Security officers protect information, products, computer codes, and defense secrets, and check the credentials of people and vehicles entering and leaving the premises.

All security officers must show good judgment and common sense, follow directions, testify accurately in court, and follow company policy and guidelines. In an emergency, they must be able to take charge and direct others to safety. In larger organizations, a security manager might oversee a group of security officers. In smaller organizations, however, a single worker may be responsible for all security.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role will patrol property to safeguard against theft, vandalism, and potential hazards, and loss.

## **SECURITY GUARD**

- Employees secure assigned buildings and grounds, assist in controlling disorders, report problems occurring while on duty, and report major disturbances to local law enforcement authorities.

### **Recommended Education and Experience for Full Performance\***

High School Diploma or GED.

### **Minimum Qualifications**

Eighth grade education.

### **Operational**

- Employees in this Role patrol and inspect property to protect against fire, theft, vandalism, and illegal activity.
- Employees are responsible for protecting agencies' investments, enforcing laws on the property, and deterring criminal activity or other problems.
- Employees may be responsible for performing investigations; destruction of contraband; body searches and/or conduct breath analyzer tests.

### **Recommended Education and Experience for Full Performance**

High School Diploma or GED and six (6) months experience in security or law enforcement and police reporting procedures.

### **Minimum Qualifications**

Eighth grade education.

### **Advanced**

- Employees in this Role secure a highly controlled environment to ensure safeguarding of property against fire, theft, vandalism, and illegal activities.
- Employees develop and maintain security procedures manuals, process badge application and determine permissible access will be permitted; conduct background checks, and establish and maintain fire prevention and security maintenance programs.
- Employees may be responsible for performing investigations; destruction of contraband; body searches and/or conduct breath analyzer tests.

### **Recommended Education and Experience for Full Performance**

High School Diploma or GED. One (1) year of experience in security or law enforcement and police reporting procedures.

### **Minimum Qualifications**

High School Diploma or GED.

## SECURITY GUARD

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

#### Knowledge

**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.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

#### Skills

**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.

**Speaking** — Talking to others to convey information effectively.

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

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*