

**Part-Time  
BRACKET / RHA \$35/hr.**

**Public Safety Aide /Part-Time  
(Rochester Housing Authority)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position performs security duties for the Rochester Housing Authority (RHA) properties. This position performs security duties for the Rochester Housing Authority (RHA) on RHA properties. Tasks may include:

Able to manage and protect confidential, sensitive information;

Checking security officer-assigned posts on RHA properties for coverage and effectiveness;

Assessing criminal activity and/or quality of life incidents and developing strategic responses; interviewing complainants on the telephone or in person;

Assessing law enforcement investigations for solvability potential;

Completing written status reports when necessary; periodically conducts investigations;

Developing safety strategies for RHA vacant properties; attending community meetings when time permits; assisting with fire drills when time permits.

Work schedule may include work hours on any shift and on any days of the week (including weekends) depending on the needs of the security assessments. This position is supervised by the Deputy Executive Director as a part of managing RHA security coverage.

**TYPICAL WORK ACTIVITIES:**

Acts as a liaison with law enforcement investigating activity on RHA property;

May possibly testify at criminal proceedings;

Interviews callers, by phone and in person, to gather information about crimes, nuisances, and property information;

Coordinates responses to RHA properties which are temporarily vacant, for use in alerting security units about properties needing special attention;

Makes follow-up calls to residents to in conducting follow-up inquiries;

Enters data into computer databases regarding program activities, phone calls and video monitoring;

May type various documents such as memoranda, reports, letters, records, and correspondence;

May sort and file printed materials, i.e. records;

May operate office equipment, such as computers, and photocopiers;

May retrieve information from files and disseminate as authorized;

May conduct investigations.

**MINIMUM QUALIFICATIONS:**

A. High School Diploma or Equivalent, **PLUS:**

Work experience as a sworn law enforcement officer (i.e., police officer, peace officer)

**OR:**

Work experience as a professionally certified security officer