**Property Surveillance Monitor**

Under the supervision of the IT Director, the Property Surveillance Monitor will monitor security cameras and report suspicious activity according to established policy and procedure. This is not a remote position.

**Essential Duties and Responsibilities:**

* Monitor all areas of the properties that are under surveillance to ensure the safety and security of buildings, equipment, and vehicles.
* Report any suspicious activity and respond to security breaches in a timely and efficient manner.
* Maintain accurate recordkeeping by ensuring logs are filled out completely and timely.
* Ensure awareness and understanding of and compliance with all applicable policies and procedures.

**Knowledge, Skills, and Qualifications:**

* Excellent verbal communications skills.
* Basic computer skills.
* Ability to stay awake and alert throughout an overnight shift.
* Must be punctual and reliable.
* Sincere interest in the mission of the organization and department.
* Please note that this job description is not exhaustive, and additional duties may be assigned as needed.

**Job Type:** Full-time. Hourly.

 Thursday – Sunday 4pm to 2:30am

**Wage:** $18.00 per hour