Title: Assistant Locksmith

Pay Scale Group: 94B

Essential Function

Under general supervision from higher-level supervisor, perform semi-skilled work installing and repairing locks.

Characteristic Duties

1. Assist in installing, repairing, changing and opening cylinders and key locks; cut and issue keys, inspects, lubricates, and adjusts locks and locking devices.

2. Assist in installing and repairing door closers, panic bars, door knobs, and related locking hardware.

3. Maintain housekeeping conditions as prescribed by area.

4. Perform related duties based on departmental need.

Unusual Working Conditions

- May be exposed to dirt, oil, grease and extreme temperatures.

Minimum Qualifications

- High school/GED diploma, three months related experience or training.