

Class Concept

Work in this class involves a wide range of locksmith and electronic access system duties, including repair and installation of locks, door checks, and related hardware; and design and layout of small locking systems or minor additions or modification to existing larger locking systems. Locking systems may be mechanical or electronic. Work at this level requires working independently to complete routine work, in accordance with accepted trade practices.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to install and repair locks requiring close tolerances, making precise adjustments, and precision cuts of blanks in the duplication of keys.
- Ability to perform minor modifications to existing systems to include transfer of locks and keys and minor recoding.
- Ability to lay out small keying systems or make minor alterations to existing larger systems.
- Ability to maintain key records and security of keys, patterns, and combinations.
- Ability to follow oral and written instructions.
- Demonstrated ability to diagnose problems encountered in malfunctioning locks and door hardware.
- Demonstrated ability to use the tools of the trade.
- Considerable knowledge of the standard practices and methods of the locksmith trade.

Minimum Education and Experience

High School or General Education Development (GED) diploma and two years' experience in the repair or replacement of locks, or equivalent required.

Necessary Special Qualifications

Pursuant to GS 74F, all employees in this job class must be licensed as a locksmith by the NC Locksmith Licensing Board.