



CAPITOL SECURITY TECHNICIAN (CST)

JOB DESCRIPTION

Capitol Security Technicians (CST) will operate a walk through metal detector magnetometer as well as conveyer X-ray screening equipment which is controlled by a computer keyboard. CSTs will perform duties as required to assist in maintaining the overall security operation of the State Capitol Building and Legislative Office Building (LOB). CSTs are non-sworn uniformed civilian personnel.

DUTIES:

- Directly responsible for the front-line screening of visitors and staff entering the State Capitol Building and Legislative Office Building (LOB) in order to ensure a safe and secure environment
- Perform visual examinations and identification of objects in bags, boxes and containers as they pass through the X-ray machine on a conveyer belt, and operate walk through magnetometers
- Screen staff and visitors with a hand held metal detector; perform hand inspections of bags if necessary
- Interact with staff and the public; give directions and respond to inquiries
- Assist in controlling access to the State Capitol Building and Legislative Office Building (LOB) by confirming proper authorization and identification
- Identify and report possible threats and write clear and concise incident reports
- Possess excellent communication skills; ability to explain security regulations to visitors and staff
- Customer service oriented; ability to remain calm, courteous and professional in a fast paced environment
- Possess strong analytical skills with attention to detail
- Use sound judgment under pressure; ability to respond quickly and appropriately in emergency and routine situations
- Ability to maintain focus and awareness in a noisy environment which includes noise from alarms, machinery and people, in order to preserve the ability to identify potentially life threatening situations

POSITION QUALIFICATIONS:

- Must be at least 18 years of age
- Must possess a High School Diploma or satisfactory completion of an acceptable General Education Development (GED) Test
- Must possess a valid California Driver License or Identification Card
- Must be a United States citizen or other authorized resident
- Must pass a background check; the conviction of a felony or other relevant circumstances may be grounds for disqualification
- Drug and alcohol screening will be required post job offer
- Must have the ability to repeatedly lift and carry anywhere from 10 to 70 pounds

- Must have the ability to continuously stand for anywhere between 1 to 4 hours without a break in order to carry out screening functions and possess adequate joint mobility, dexterity and range of motion
- Must pass exams
- Must be able to work irregular hours, holidays, and weekends

PAY RANGE & FILING DATE:

\$2764 per month; Applications will be received until positions are filled

Submit Cover Letter, Resume and Senate Application to:

Senate Sergeant at Arms Office
State Capitol, Room 3030
Sacramento, CA 95814