

CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CAPITOL SECURITY TECHNICIAN: ASSISTANT SUPERVISOR

BASIC FUNCTIONS:

The Capitol Security Technician (CST) Assistant Supervisor will support the CST Supervisor in the daily scheduling of CST shifts, ensure adherence to the CST Standard Operating Procedure (SOP) Handbook, assist in the training of the CSTs, and perform other related duties as assigned. The Assistant Supervisor will also assist the CST Supervisor in issuing keys and identification cards to legislators and staff.

DUTIES:

The Capitol Security Technician Assistant Supervisor will:

- Support the CST Supervisor in the day to day operations of the CST program
- Ensure the CSTs are made aware of any potential threats to the safety and security of the Capitol Building, Legislative Office Building (LOB), Capitol Staff, and visitors
- Maintain clear lines of communication between the CSTs and management
- Stay proficient and up to date with any new technologies that will enhance the security of the Capitol Building and the LOB
- Assist the CST Supervisor in scheduling and developing training scenarios
- Maintain the CCure Security System and the Smith X-Ray machines
- Responsible for the procurement of and accountability of all keys and identification cards issued to legislatures and staff
- In addition to the items noted above, perform any and all other duties as required

REQUIRED QUALIFICATIONS:

- Capitol Security Technician (CST) experience
- A thorough knowledge of the CST Standard Operating Procedures (SOP) Handbook
- Graduation from high school or completion of an acceptable General Education Development (GED) Test
- Possess a valid California Driver License or Identification Card
- 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
- Must pass a written exam and submit a resume
- Drug and alcohol screening will be required post job offer

DESIRABLE QUALIFICATIONS:

- High level of integrity
- Supervisorial experience
- Excellent communication skills
- Familiar with the Human Resources Policy Manual for Senate Employees; including the Senate's Zero Tolerance Policies against Harassment, Discrimination, Retaliation and Workplace Violence
- Demonstrated reliability and flexibility

PAY RANGE AND FILING DATE:

Salary starts at \$3,352 per month. Applications must be filed by August 12, 2016.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION To:

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