

CALIFORNIA
SENATE SERGEANT AT ARMS
State Capitol, Room 3030
Sacramento, CA 95814



CAPITOL SECURITY TECHNICIAN (CST) JOB DESCRIPTION

BASIC FUNCTIONS:

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; they are specifically not authorized to exercise peace officer powers. CSTs will be trained relative to required duties.

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
- 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
- Identify and report possible threats
- Assist in controlling access to the State Capitol Building and Legislative Office Building (LOB) by confirming proper authorization and identification
- 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; possess the ability to respond quickly and appropriately in emergency and routine situations

- Possess the 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

MINIMUM 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
- Must have the ability to repeatedly lift and carry anywhere from 10 to 50 pounds
- Must have the ability to continuously stand for up to 4 hours without a break to carry out screening functions
- Must pass a written exam and submit a resume
- Must be able to work irregular hours, holidays, and weekends; weekly work schedule is 4 ten-hour days

DESIRABLE POSITION QUALIFICATIONS:

- Bilingual

PAY RANGE & FILING DATE:

\$2,658 - \$3,936 per month

Applications must be postmarked by February 27, 2015

Submit Cover Letter, Resume, and Senate Application to:

Debbie Manning, Chief Sergeant at Arms
State Capitol, Room 3030
Sacramento, CA 95814