

SENATE SERGEANT AT ARMS X-RAY TECHNICIAN
JOB DESCRIPTION

BASIC FUNCTIONS:

X-Ray technicians are responsible for scanning all material and deliveries before these items enter the State Capitol Building. The X-Ray technician performs a variety of duties related to the receipt of letters and packages, first class, bulk parcel post and other types of mail.

DUTIES:

- Process mail according to established rules and regulations
- Responsible for scanning all material entering the State Capitol Building
- Recognize and report suspicious packages and letters
- Maintains and operate X-Ray screening equipment
- Hand search any items that are too large to fit through the X-Ray machine
- Perform other related duties as required to assist in maintaining the overall security operation of the State Capitol and Legislative Office Building (LOB)
- Keep work area clean, secure, and well maintained
- Must maintain a high level of confidentiality and information security
- Mailroom security and safety, personal protective equipment, radiation safety, suspicious package indicators, and X-Ray detection
- High level of integrity; leadership by example
- Demonstrate excellent communication skills, organization, customer service, reliability, and flexibility

MINIMUM POSITION QUALIFICATIONS:

- Graduation from high school or CA recognized equivalent
- Possess a valid California Driver License
- Be a United States citizen or authorized resident
- Must pass a background check
- Understand and follow written and verbal directions and have strong computer skills
- Ability to bend, lift, reach and twist as necessary to complete tasks
- Move a variety of packages up to 50 lbs and over 50 lbs with assistance

PAY & FILING DATE:

Starting salary is \$2,450.00 per month

Resumes along with Senate applications must be received by:

5:00PM on Friday, April 24, 2015

Hard copies only; resumes and senate applications sent electronically (email, fax, etc.) will not be considered

Submit Resume and Senate Application to:

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