

Job Title: Security Officer

Department: Legislative Building Services

Salary: \$34,835 - \$51,748 BOE

Reports to: Security Supervisor, Building Superintendent and Assistant Building Superintendent

INTRODUCTION

Legislative Building Services is responsible for the legislative campus grounds and buildings. LBS ensures that the grounds are maintained and continually operating to the best of standards. They are the main point of contact for all custodial, security and building operations on the legislative campus. The LBS is nonpartisan, and much of the agency's work is confidential. The primary job of each LBS employee is to help the agency meet the expectations of the people it serves and to maintain and enhance the integrity and effectiveness of the legislature and the legislative process.

SUPERVISION AND GUIDELINES

Work is under general supervision. Guidelines include agency policies and state laws.

EXAMPLES OF WORK PERFORMED

- Patrols and monitors an assigned area to safeguard against theft, vandalism and potential threats to building staff and the public.
- When directed to, reports suspicious activities to local authorities.
- Monitors surveillance cameras, inspects property, and monitors crowds.
- Contacts law enforcement or fire department in case of an emergency.
- After business hours, checks doors, windows, and gates to ensure the property is secure.
- Investigates reports of suspicious activity on the property.
- Reasonably detains persons suspected of criminal activity until law enforcement arrives.
- Escorts discharged staff, trespassers, and other unwelcome parties off the premises.
- Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

- Incumbent must be able to work well under pressure.
- Must always be courteous and professional.
- Must have good interpersonal skills to be able to get along effortlessly with other members of the security team, customers and staff.
- Excellent observational skills and attention to detail.
- Authoritative verbal communication skills.
- Ability to remain calm in high-pressure situations.
- Ability to learn the layout of the property and buildings.

MINIMUM QUALIFICATIONS

High school diploma or equivalent plus two years of experience in security, military, law enforcement or (60) sixty hours from an accredited college.

WORKING CONDITIONS

Employees work in a professional office setting in the State Capitol. During legislative sessions, the agency is open seven days a week, long hours are the norm and staff may be on-call depending on session demands.

Legislative employees are exempt from the State Personnel Act and from the federal Fair Labor Standards Act.

PHYSICAL REQUIREMENTS

- Ability to patrol the inside of the buildings and grounds quickly.
- Physically able to capture and detain individuals if necessary.
- Frequently moves equipment or supplies weighing up to fifty pounds across campus for various needs.
- Move about the inside of the buildings and grounds.
- Constantly position self to complete assigned tasks.
- Must be able to remain in a stationary position 50% of the time.
- Occasionally climb up and down ladders.

Please send your application or resume to Veronica Grace at veronica.grace@nmlegis.gov.