

Legislative Building Service
Security Officer

Salary: \$43,052 – \$47,966 BOE

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

INTRODUCTION

Legislative Building Services (LBS) is responsible for maintaining, securing and supporting the operations of the State Capitol and other legislative buildings and grounds. LBS provides a safe, functional and professional environment for legislators, staff, visitors and the public during both legislative sessions and interim periods.

The security supervisor plays a critical role in maintaining safety and security within legislative facilities and grounds while supporting emergency preparedness, incident response and daily building operations. The primary responsibility of each LBS employee is to contribute to the safe, efficient and professional operation of the legislature and to maintain public confidence in the legislative environment.

SUPERVISION AND GUIDELINES

Work is under general supervision of Security Supervisor. 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 people 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. ,