

**Legislative Building Service
Security Officer**

Salary: \$41,396 – \$46,121 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.

SALARY RANGE

\$41,396 - \$46,121

**Please send your application or resume to Ashley Archuleta at
Ashley.archuleta@nmlegis.gov.**

DEPARTMENT OF PUBLIC SAFETY / P.O. BOX 1628 / SANTA FE, NM 87504-1628
ATTN: RECORDS \$15.00 PER RECORD CHECK

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____
NAME (MUST BE PRINTED-LEGIBLY) (SSN#) (DOB)

Alias' Name: _____ SSN: _____ DOB: _____

Name: _____ SSN: _____ DOB: _____

Legislative Building Services Account: 2200

NAME OF AGENCY OR PERSON RECEIVING ARREST RECORD

ADDRESS: 490 Old Santa Fe Trail, Suite 211, Santa Fe, New Mexico 87501

AS AN AUTHORIZED AGENT FOR ME FOR THE PURPOSE OF INSPECTING (AND /OR OBTAINING COPIES OF) ANY NEW MEXICO ARREST FINGERPRINT CARD SUPPORTED ARREST RECORD INFORMATION MAINTAINED BY THE DEPARTMENT OF PUBLIC SAFETY, INCLUDING INFORMATION CONCERNING FELONY OR MISDEMEANOR ARRESTS AND INFORMATION OBTAINED FROM RELEVANT FINGERPRINT DATABASES.

TO THE CUSTODIAN OF THE RECORDS IN QUESTION, I HEREBY DIRECT YOU TO RELEASE SUCH INFORMATION TO THE AUTHORIZED AGENT AS DESCRIBED ABOVE.

I HEREBY RELEASE THE CUSTODIAN OR CUSTODIANS OF SUCH RECORDS AND THE DEPARTMENT OF PUBLIC SAFETY, INCLUDING ANY OF THEIR AGENTS, EMPLOYEES, OR REPRESENTATIVES IN ANY CAPACITY, FROM ANY AND ALL CLAIMS OF LIABILITY OR DAMAGE OF WHATEVER KIND OR NATURE, WHICH AT ANY TIME COULD RESULT TO ME, MY HEIRS, ASSIGNS, ASSOCIATES, PERSONAL REPRESENTATIVE OR REPRESENTATIVES OF ANY NATURE BECAUSE OF COMPLIANCE BY SAID CUSTODIAN OR CUSTODIANS WITH THIS "AUTHORIZATION FOR RELEASE OF INFORMATION" AND MY REQUEST CONTAINED HEREIN FOR THIS RELEASE OR BECAUSE OF ANY USE OF THESE RECORDS. THIS RELEASE IS BINDING, NOW AND IN THE FUTURE AND IS VALID FOR A PERIOD OF UP TO 120 DAYS FROM THE DATE SIGNED, ON MY HEIRS, ASSIGNS, ASSOCIATES, PERSONAL REPRESENTATIVE OR REPRESENTATIVES OF ANY NATURE.

APPLICANT SIGNATURE: _____

DATE: _____

SIGNED AND SWORN TO BEFORE ME ON THIS _____ Day Of _____ 20____

State of _____ County of _____

(SEAL)

(SIGNATURE OF NOTARY PUBLIC)

MY COMMISSION EXPIRES: _____

For Department of Public Safety Use Only

Legislative Council Service
411 State Capitol
Santa Fe, New Mexico 87501
(505) 986-4670
(505) 986-4280 fax
Veronica.Grace@nmlegis.gov

**NEW MEXICO STATE SENATE
APPLICATION
FOR EMPLOYMENT**

THIS ENTIRE FORM MUST BE PRINTED IN INK OR TYPED - (APPLICATION INFORMATION)

Social Security Number: (last four digits)	Position Applied For:		
Name: First	M.I.	Last	
Mailing Address:	City:	State:	Zip Code:
Residence Phone:	Business Phone:	Cell Phone:	E-mail Address:
Senator/Legislative District:	County:	Date of Birth	

SKILLS

TYPING _____ WPM SHORT HAND _____ WPM

COMPUTER SKILLS/SOFTWARE - (List) _____

KNOWLEDGE OF WORDPERFECT: No () Yes () Version: _____

KNOWLEDGE OF WINDOWS: No () Yes () Version: _____

EXPERIENCE IN PROOF READING _____

EDUCATION AND FORMAL TRAINING

Colleges, Military, Trades, Business or other schools attended after High School

Name, Location, Phone No.	Major Course of Study	Total # Credits	Type of Degree or Certificate Earned

WORK EXPERIENCE☐ Attached resumé in lieu of the below

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Number (s):	Hourly Rate/Salary		
	Starting	Final	
Starting/Present Job Title:			
Supervisor:			
Reason for Leaving:	May we contact?		Yes No

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Number (s):	Hourly Rate/Salary		
	Starting	Final	
Starting/Present Job Title:			
Supervisor:			
Reason for Leaving:	May we contact?		Yes No

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Number (s):	Hourly Rate/Salary		
	Starting	Final	
Starting/Present Job Title:			
Supervisor:			
Reason for Leaving:	May we contact?		Yes No

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Number (s):	Hourly Rate/Salary		
	Starting	Final	
Starting/Present Job Title:			
Supervisor:			
Reason for Leaving:	May we contact?		Yes No

COMMENTS. INCLUDE EXPLANATION OF ANY GAPS IN EMPLOYMENT.

ADDITIONAL INFORMATION

Other qualifications: Summarize special job related skills and qualifications acquired from employment or other experience.

PERSONAL REFERENCES

Name

Address/Telephone Number(s)

LEGISLATIVE EMPLOYMENT HISTORY

Year

Position

Supervisor

New Mexico

Other

This information is not confidential, except as otherwise provided by law

I understand that employment with the New Mexico State Senate can be terminated at any time.

I understand that consideration for employment is contingent on the results of references, test and background check I authorize the New Mexico State Senate to investigate the truthfulness of all statements made on this application and to contact my former employers, other listed references, or any other persons who can verify information.

I understand that I may be required to verify education and employment history.

I further authorize the Chief Clerk of the Senate to discuss the results of any investigation with State Senators.

I further authorize all contacted persons and former employers to provide information concerning this application, my background and suitability for employment, and I release each person and former employer from liability for providing such information.

I certify that the information contained in this application is correct, to the best of my knowledge, and understand that falsifications and/or omissions in any detail is grounds for disqualification from consideration for employment or if hired, for dismissal from employment.

Unsigned applications will not be considered.

Signature of Applicant

Date

The Federal Immigration Reform and Control Act requires individuals to provide to an employer documented proof that they are authorized to work in the United States. This proof must be provided to, and verified by, state agencies at the time of hire or no later than three business days after date of hire.