

CAPITOL SECURITY SCREENER**Nature of Work**

Under general supervision, performs work of a security nature and is responsible for screening individuals and their personal property for items such as weapons, contraband, or other suspicious or potentially harmful items. Perform tasks requiring interpretation and adaptation of agency procedures, policies, and practices regarding screening procedures and relating information and conferring with Capitol Police Officers and management regarding security issues. Position requires evening, night, weekend, and holiday duty. Incumbent must successfully pass a background investigation. Attendance and punctuality are essential requirements of this position. Performs related work as required.

Examples of Work

- Performs security screening procedures that are central to Capitol Complex security objectives which serve to protect the employees, visitors, business persons, legislators and their staff, and appointed officials by preventing any weapon, contraband, or other suspicious or potentially harmful items, or a threatening or potentially dangerous individual from entering the Capitol Complex grounds.
- Secures and unsecures points of entry as established in internal operating procedures.
- Operates an x-ray machine, hand-held metal detector, walk-through metal detector, and other electronic detection and imaging equipment.
- Identifies potentially harmful items and/or potentially life threatening weapons during the screening process through the use of an x-ray machine and/or metal detector.
- Maintains close communication with supervisors regarding any issues that may reveal a weakness or vulnerable area of security screening that is discovered in the course of screening duties.
- Conveys information to Capitol Police Officers and/or management personnel to improve security screening procedures.
- Documents and reports all incidents and problems encountered during screening processes.
- Performs screening processes on deliveries at directed public access points and docks when requested.
- Interacts with the public, answers general questions and gives directions to specific locations.
- Maintains focus and awareness within an environment which includes distractions, time pressure, and disruptive and sometimes confrontational individuals.

CAPITOL SECURITY SCREENER (CON' TD)

Knowledge, Skills, and Abilities

- Knowledge of agency internal operating procedures and internal guidelines.
- Knowledge of the processes and procedures in area of assignment.
- Knowledge of State Capitol complex facilities and grounds.
- Knowledge of the functions of State government.
- Ability to operate to operate all security equipment and related equipment at screening points.
- Ability to perform screening procedures to enable authoritative and independent handling of screening functions.
- Ability to clearly report activities and identify potential problem areas to supervisor.
- Ability to interact effectively, courteously, and in a professional manner on a day-to-day basis with individuals of diverse backgrounds.
- Ability to communicate effectively both orally and in writing.
- Ability to make effective decisions in both routine and crisis situations.
- Ability to stand for periods of up to four hours.
- Ability to successfully pass a physical capabilities test.
- Ability to work irregular hours and/or shifts, including night, weekends, holidays, and overtime.
- Ability to successfully pass a background investigation including a criminal history check.

Minimum Qualifications

- Training: Graduation from a standard high school or the equivalent.
- Experience: Two years of full-time or equivalent part-time paid experience in security, law enforcement, or closely related field.
- Substitution: Successful completion of a course of study in an accredited college or university may substitute for the required experience on a year-for-year basis.

Established: 12/15/05
Effective: 1/1/06