

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
SERGEANT-AT-ARMS OFFICE
CAPITOL SECURITY TECHNICIAN: ASSISTANT SUPERVISOR**

BASIC FUNCTIONS:

The Capitol Security Technician (CST) Assistant Supervisor will support the CST Supervisor in the daily scheduling of CST shifts, ensure adherence to the CST Standard Operating Procedure (SOP) Handbook, assist in the training of the CSTs, and perform other related duties as assigned. The Assistant Supervisor will also assist the CST Supervisor in issuing keys and identification cards to legislators and staff.

DUTIES:

The Capitol Security Technician Assistant Supervisor will support the CST Supervisor in the day to day operations of the CST program and ensure they are made aware of any potential threats to the safety and security of the Capitol Building, Legislative Office Building (LOB), Capitol Staff, and visitors. The Assistant Supervisor will also maintain clear lines of communication between the CSTs and management and stay proficient and up to date with any new technologies that will enhance security. Duties also include assisting the CST Supervisor in scheduling and developing training scenarios, maintaining the C-Cure Security System and the Smith X-Ray machines, and the procurement of and accountability of all keys and identification cards issued to legislatures and staff.

POSITION QUALIFICATIONS:

The ideal candidate must be well versed in the legislative process, possess previous supervisory experience and exhibit a high level of integrity. Candidates must submit a resume, as well as pass a written exam and background. At least 5 years of Capitol Security Technician (CST) experience and knowledge of the CST Standard Operating Procedures (SOP) Handbook is preferred.

PAY RANGE AND FILING DATE:

Salary starts at \$3,352 per month plus benefits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER AND RESUME TO:

Sergeant-at-Arms Office
State Capitol, Room 3030
Sacramento, CA 95814