

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CAPITOL SECURITY TECHNICIAN (CST)
SENATE SERGEANT'S OFFICE**

FUNCTIONS:

Capitol Security Technicians (CST) will operate a walk through metal detector magnetometer as well as conveyer X-ray screening equipment which is controlled by a computer keyboard. CSTs will perform duties as required to assist in maintaining the overall security operation of the State Capitol Building and Legislative Office Building (LOB). CSTs are non-sworn uniformed civilian personnel.

BASIC DUTIES:

Responsible for front line screening of visitors and staff entering the State Capitol and the Legislative Building (LOB), performing visual examination and identification of large objects in bags, boxes, and containers, screening visitors and staff with hand held metal detector and inspecting items as necessary. Interact with visitors and staff, give directions and respond to inquiries. Identify and report possible threats and write clear and concise incident reports. Assist in controlling access to the State Capitol and Legislative Building by confirming proper authorization and identification.

POSITION REQUIREMENTS:

Must possess excellent communication skills, be customer service oriented, have the ability to remain calm, courteous, and professional in a fast paced environment while paying close attention to detail. Must have the ability to use sound judgement under pressure and able to respond quickly and appropriately in emergency and routine situations. Must be able to perform duties while continually standing in one place anywhere from 1 to 4 hours at a time without a break. Must be able to repeatedly lift and carry items weighing from 5 to 70 pounds. Must be able to work irregular hours and days, including holidays and weekends.

POSITION QUALIFICATIONS:

Must be at least 18 years of age, possessing a High School Diploma or GED certificate, a valid California Driver License or Identification Card, must be a United States citizen or an authorized resident. Must pass a background check;

the conviction of a felony or other relevant circumstances may be grounds for disqualification. Drug and Alcohol screening will be required post offer.

Candidates must be fully vaccinated

PAY RANGE & FILING DATE:

\$3,048 per month; Applications will be received and reviewed until position(s) are filled.

Submit Cover Letter, Resume, and Senate Application to:

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