

Job Title: Capitol Security Officer Part Time
Closing Date: May 2, 2024
Salary: \$19.33 per hour

Location: Bismarck
Projected Hire Date: June 3, 2024

SUMMARY OF WORK

Capitol Security Officers are an integral part of the North Dakota Highway Patrol team and are responsible for the safety of executive, legislative and judicial officials, state employees and visitors. Capitol Security provides the primary response to emergencies and security at events held on the Capitol grounds. This position is part time, approximately 20 hours per week. Benefits are not included with this position.

DUTIES AND TASKS

- Rotating shifts include nights, weekends, and holidays
- Patrol buildings and grounds
- Monitor security cameras and alarms
- Provide security for the Supreme Court
- Facilitate property access by authorized personnel
- Warn violators of rule infractions such as loitering, smoking, or possession of contraband items
- Investigate and document injuries and accidents
- Fingerprinting and printing of identification cards for State employees
- Regulate traffic and parking, assist in vehicle accident investigations on state property

MINIMUM QUALIFICATIONS

- A high school diploma or GED.
- One year work experience showing communication skills in dealing with coworkers or the general public.
- Ability to bend, push, crouch, and lift up to 40 pounds.
- Valid Driver's License.

APPLICATION/EMPLOYMENT PROCESS

We provide regular training for all security officers, and we encourage you to apply if you are looking for a fulfilling career built on loyalty, integrity, commitment, respect, professionalism, and accountability.

- Applicants must upload a resume and an unofficial college transcript, if applicable, at www.nd.gov/careers by 11:59 PM on Thursday, May 2, 2024.

Applicants claiming Veteran's Preference must upload a legible copy of report of separation DD Form 214 or NGB 22 showing Character of Service.

Applicants who experience technical difficulties during the application process should contact recruiter@nd.gov or 701.328.3290.

For more information or if you need accommodation or assistance in the application or selection process contact 701-328-2447 or ndhphr@nd.gov.

Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.