

SECURITY OFFICER

Job Location:

Work Location: Arizona House of Representatives
1700 W Washington St, Phoenix, AZ 85007

Posting Details:

Salary: Up to \$28.85 Per hour ([ASRS](#))

This position will remain posted until filled. Resumes will be reviewed weekly.
Position works variable shifts including evenings, nights, weekends, and holidays.

Job Summary:

This Security Officer position/s provides armed security services to The Arizona House of Representatives (AZHOR). Conducts physical security activities associated with installation/facility access control and critical asset protection. Provides other physical security equipment and services necessary to secure AZHOR resources, and personnel as necessary.

Job Duties:

Responsibilities include:

- Arizona House of Representatives Security Officers provide a professional level of customer service and security presence.
- Security Officers proactively patrol and monitor Arizona House of Representatives property to include parking lots, perimeter, and indoor areas. Security Officers will assist House Members, Member invited guests, staff, and visiting public as need be.
- Security Officers help prevent and deter fire, theft, vandalism, illegal entry, etc.
- Security Officers will uphold the rules of decorum and established policies.
- Security Officers adapt to unpredictable and stressful situations; manages altercations and emergency crises in an effective and professional manner; operates and communicates on a two-way radio; exhibits good judgment, maturity, initiative, tact, and diplomacy when dealing with people in stressful situations.

- Security Officers can move quickly up and down stairwells, from the ground floor up to the top floor of the building without assistance; assists House Members, visitors, and staff with emergency evacuations, including evacuations in stairwells, to include handling emergency evacuation devices used to transport to safety.
- Security Officers make effective decisions as an emergency first responder, are confident in stressful situations, and work as team members with other emergency responders, including law enforcement and fire/rescue personnel. They can work nights and weekends for security and protection assignments and when required by emergency or special situations.

Knowledge, Skills & Abilities (KSAs):

Knowledge of:

- General Access Control Point operating procedures, patrol operations and emergency response.
- Must possess a functional knowledge of personal computer operations in a network environment.
- Electronic devices (i.e., radio and communications, computers, monitors, recording, and photography) and other security equipment.
- Ability to learn AZHOR methods, procedures, operating techniques, perform dispatcher-type duties involving passing of directions and information to other security officers on post assignments; seeking, detecting, and protecting evidence and witnesses at the scene of an incident.
- Ability to comprehend a wide variety of security, fire, and environmental alarm systems and the action appropriate in the event of their activation.
- Firearms and tactics utilized in emergency situations.

Skilled in:

- Effectively and professionally interact with Arizona House of Representatives Members, staff personnel and the public, in person and telephonically.
- Thorough understanding of the English language and the ability to communicate both orally and in writing.
- Performance of all job duties and responsibilities in a safe and effective manner - mitigating risk to oneself and others.
- Reading and comprehending written documents, manuals, and procedures,

and interpreting how those procedures should be applied locally.

- Maintaining confidence and composure in high stress situations.
- Provide excellent customer service to internal and external customers.

Ability to:

- Apply various levels of force in compliance with policy, regulations, or procedure.
- Demonstrate the ability to physically perform assigned duties.
- Carry and operate a firearm and/or additional weapons (lethal and nonlethal) and demonstrate a high level of proficiency, competence, and safety.
- Render first aid.
- Maintain confidence and composure in high stress situations.
- Provide excellent customer service to internal and external customers.
- Monitor and respond to security equipment, including but not limited to, Closed Circuit Television (CCTV) and Intrusion Detection System (IDS), phone and radios
- Maintain good civil order of visitors and guard against trespassers and prevent damage to property.
- Carry weapons (lethal and less than lethal) in accordance with Arizona Revised Statutes
- Work variable shifts.

Selective Preference(s):

Desired qualifications include any combination of experience, education and training that meets the knowledge, skills, and abilities described. The preferred candidate for this position will possess an Arizona (DPS) Armed Guard Card, has experience working within the Military Police or former law enforcement.

Additional Qualifications:

Minimum two years of experience in a customer service, military, law enforcement, or security related field and/or a similar role; experience in patrolling, incident report writing, defensive tactics, emergency response, lock/unlock procedures, door access, and CCTV camera operation; experience with Windows XP or newer as well as intermediate skills in Microsoft Office software applications; technical aptitude to work with Security Technology is preferred. Previous security experience; able to work independently and in a team-environment; requires strong sense of customer service and interpersonal skills to interact with the public,

distinguished visitors, employees, and elected officials; requires strong written and verbal skills; strong problem-solving skills are necessary. Has the ability to read and communicate effectively in a pleasant, courteous, professional, and friendly manner. Always maintains a professional appearance per organizational and established standards. Can restrain potentially violent individuals; demonstrated ability to remain calm and assume control of emergency situations. Security staff must participate in routine and ongoing training and development programs as required by the organization or department.

Pre-Employment Requirements:

- Requires possession of and ability to retain a current, valid state issued driver's license.
- Candidates for this position will be required to submit to a criminal background investigation.
- Must be able to qualify on all assigned and issued weapons to include lethal and less than lethal.
- Ability to obtain/maintain an AZ Armed and Unarmed Security Guard training certification within 6 months of hire.

All newly hired State employees are subject to and must successfully complete the Electronic Employment Eligibility Verification Program ([E-Verify](#)).

Benefits:

The State of Arizona offers a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance.

For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#).

Retirement:

Eligible Arizona House of Representatives employees participate in excellent retirement programs provided by the Arizona State Retirement System ([ASRS](#)).

Contact:

Interested candidates should email their resume to Robert (Bob) Jackson at RJackson@azleg.gov