

## MUNICIPAL BUILDING COMMISSION\*

350 South 5<sup>th</sup> Street, Suite 105  
Minneapolis, MN 55415

### MBC Employment Opportunity Security Officer Position Description

#### **DEFINITION:**

Under general supervision, in a 24 hours a day/7 days a week security operation, perform work of maintaining the safety and security of the City Hall/Courthouse facility; Monitor and Patrol the premise in a manner consistent with established policies and procedures to secure the Minneapolis City Hall/Hennepin County Courthouse.

#### **EXAMPLES OF DUTIES:**

Control access into building and monitor entrances to public and non-public areas. Operate and respond to electronic surveillance, life/safety and security systems and equipment. Evaluate an emergency and/or hostile situation and react, direct and communicate an appropriate response. Conduct periodic inspections to monitor against fire, theft, illegal entry, infractions of safety regulations, utility failures, and other irregularities. Apply MBC security and life safety regulations. Accurately complete security reports and documents. Respond to requests for assistance such as access and escort services, guidance for lost visitors; may physically restrain and/or provide secure escorts. May be required to administer emergency First Aid and/or Cardiac Pulmonary Resuscitation. Assist during safety drills and emergency evacuations.

#### **EDUCATION AND EXPERIENCE:**

Preferred candidate will have two years of college or technical college course work in a criminal justice field OR two years of security experience, such as military police or contract security. Required to have High School diploma or GED equivalent.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

Required to successfully complete and maintain Hennepin County Sheriff's Office and Minneapolis Police Department background checks.  
Required to successfully complete and maintain all required Security training classes and certifications within prescribed time periods.  
Required to successfully complete and maintain the Hennepin County Security Officer training program within prescribed time periods.  
Required to complete incident reports and/or logs; Required to be able to follow oral and written instructions; Required to remain mentally alert and emotionally controlled in responding to a variety of situations. This includes shift work by seniority bid to include nights and weekends.  
Required ability to maintain effective working relationships and interact effectively at all levels in the planning, coordination and implementation of security programs.  
Enforce security regulations and maintain appropriate procedures and records;  
Knowledge of Federal, State and local laws relevant to security operations; security techniques and emergency procedures.  
Required ability to perform all physical, mental and environmental job functions.

#### **ADDITIONAL INFORMATION:**

Represented, non-exempt position. 2017 Pay Range: **Rates pending contract ratification**  
Must successfully pass pre-employment physical, psychological and background checks  
Access to medical, dental and life insurance and VEBA benefits; access to 457 Deferred compensation and Pre-tax health and dependant care programs.  
Reciprocity benefits may be available to City of Minneapolis and Hennepin County employees.

Interested applicants must complete a Municipal Building Commission job application, which are available at [www.municipalbuildingcommission.org](http://www.municipalbuildingcommission.org) or by contacting Theresa Baker at [theresa.baker@municipalbuilding.org](mailto:theresa.baker@municipalbuilding.org) or 612-596-9512. Completed applications will be accepted until July 28, 2017.

\* The Municipal Building Commission is funded jointly by the City of Minneapolis and Hennepin County and manages the care and control of the Minneapolis City Hall/Courthouse.



# MUNICIPAL BUILDING COMMISSION

## Application for Employment

The Municipal Building Commission (MBC) is an equal opportunity employer.

### IMPORTANT EMPLOYMENT APPLICATION INSTRUCTIONS -- PLEASE READ

1. Be sure to include proof of education, licenses, certificates, training, and veteran's eligibility (if required). Originals need not be submitted.
2. Read the Job Announcement carefully, if you are applying for a specific position, to be sure that you meet ALL the requirements.
3. Your application must be filled out completely. Applications that are not complete will not be processed.
4. If a section does not apply to your background, enter "None."
5. Do not state "see resume" when asked to describe your responsibilities and experience. Your qualifications will be evaluated based on information provided on the application only.

**RETURN COMPLETED FORM TO: Municipal Building Commission, Room 105 City Hall, 350 S. 5th Street  
Minneapolis, MN 55415-1319, Fax (612) 596-9561**

### APPLICANT INFORMATION

Last Name (PLEASE PRINT)	Your First Name	Your Full Middle Name
Social Security Number:		
Would you, in any of your education or experience, be known under another name? <input type="checkbox"/> No <input type="checkbox"/> Yes, if yes, under what name(s) and between what dates:		
Current Address	E-mail Address	
City	State	Zip
Home Phone: ( ) ( )	Business Phone : ( ) ( )	Other Phone Number (i.e. cellular): ( ) ( )
Job Title (List all positions for which you would like to be considered.)		
Job Title		
Job Title		

### REFERRAL SOURCE: Where did you learn that this position was open for application? Please check one referral source.

<input type="checkbox"/> City Department or Employee (Which one?)	<input type="checkbox"/> Hotline (612)673-2489
<input type="checkbox"/> Community Agency (Which one?)	<input type="checkbox"/> Star Tribune Newspaper (not considered a community newspaper)
<input type="checkbox"/> Job Service	<input type="checkbox"/> Community Newspaper (which one?)
<input type="checkbox"/> Minneapolis Human Resources	<input type="checkbox"/> Radio (Which station?)
<input type="checkbox"/> School (Which one?)	<input type="checkbox"/> Television (Which station?)
<input type="checkbox"/> Walk-in	<input type="checkbox"/> Internet (Which website?)

### EDUCATION: What is the highest level of education you have completed? Please check one.

<input type="checkbox"/> Some High School	<input type="checkbox"/> High School Graduate, GED	<input type="checkbox"/> Some College	<input type="checkbox"/> Technical School
<input type="checkbox"/> 2-Year College Degree	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Some Graduate School
<input type="checkbox"/> Doctorate	<input type="checkbox"/> MD, DDS, JD	<input type="checkbox"/> Post Doctorate	

### PREVIOUS EMPLOYMENT: Have you ever been employed by any of these organizations? Please check all that apply.

<input type="checkbox"/> City Of Minneapolis	Start Date:	End Date:
<input type="checkbox"/> Mpls Board of Education	Start Date:	End Date:
<input type="checkbox"/> Minneapolis Park Board	Start Date:	End Date:
<input type="checkbox"/> Minneapolis Public Library	Start Date:	End Date:

# Employment History

**LIST YOUR EMPLOYMENT HISTORY FOR THE LAST 7 YEARS BEGINNING WITH YOUR MOST RECENT EMPLOYMENT.**

Do not state "see resume" when asked to describe your responsibilities and experience. Your qualifications will be evaluated based on information provided on the application only.

If you are currently working, may we contact your current employer?    YES    NO

**1**

Current Employer	Start Date	End Date
Address		
City	State	Zip
Phone Number	Hours Worked Per Week	
Your Job Title	Supervisor	
Reason for Leaving		
Please provide a brief description of your specific job duties:		

**2**

Employer	Start Date	End Date
Address		
City	State	Zip
Phone Number	Hours Worked Per Week	
Your Job Title	Supervisor	
Reason for Leaving		
Please provide a brief description of your specific job duties:		

**3**

Employer	Start Date	End Date
Address		
City	State	Zip
Phone Number	Hours Worked Per Week	
Your Job Title	Supervisor	
Reason for Leaving		
Please provide a brief description of your specific job duties:		

## EMPLOYMENT HISTORY(continued)

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Employer	Start Date	End Date
Address		
City	State	Zip
Phone Number	Hours Worked Per Week	
Your Job Title	Supervisor	
Reason for Leaving		
Please provide a brief description of your specific job duties:		

Give dates and reasons, excluding disabilities, for any time in the last seven (7) years that is not accounted for in your employment history (e.g. unemployment, education, etc.):

Have you ever been discharged or asked to resign from any position for misconduct or unsatisfactory service? YES NO

If yes, please describe the situation. Use the 'Comments' section of this application if you need more space:

## EDUCATION

Degree	Graduated:	Yes	No	If no, year expected to graduate
Major/Course of Study	School			
Degree	Graduated:	Yes	No	If no, year expected to graduate
Major/Course of Study	School			

**TRAINING: List any additional training you have received.**

Course Title	School Name	Course Date
Course Title	School Name	Course Date

**LICENSES & CERTIFICATES:** List applicable licenses or certificates. Include 1) license date, 2) license number, 3) issuing organization, 4) expiration date, 5) state in which it was issued. A legible photocopy is preferred, if it shows all information

**PROFESSIONAL MEMBERSHIPS:** List any professional organizations to which you belong. Include the organization name and date you joined the organization.

**LANGUAGE SKILLS**

If you are multi-lingual, please list the additional language(s) that you are able to translate, speak, read and/or write. (The hiring department may request a test to verify this information)

Language: English

Speak:  High  Moderate  Low

Read:  High  Moderate  Low

Write:  High  Moderate  Low

Other Language: \_\_\_\_\_ Able to Translate to English: YES NO

Speak:  High  Moderate  Low

Read:  High  Moderate  Low

Write:  High  Moderate  Low

Other Language: \_\_\_\_\_ Able to Translate to English: YES NO

Speak:  High  Moderate  Low

Read:  High  Moderate  Low

Write:  High  Moderate  Low

**COMMENTS**

Use this space to provide additional education and/or experience which you believe may help you qualify for a position or which may clarify other information you have already provided.

**IMPORTANT INFORMATION - READ THE FOLLOWING STATEMENTS CAREFULLY AND BE SURE TO SIGN THIS APPLICATION**

- 1. I certify that all the information I have provided on this application is true and complete to the best of my knowledge. I understand that giving false information or omitting requested information could result in rejection of my application or dismissal if I am hired.
- 2. I authorize the Municipal Building Commission to verify this information to determine whether or not I am qualified for which I am applying.
- 3. I hereby authorize all current and previous employers to release job-related information upon the request of the Municipal Building Commission.

Signature

Printed Name

Date

**DO NOT WRITE IN THIS SECTION - FOR HR USE ONLY**

HRIS User Initials

Date Data Entered

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