

MUNICIPAL BUILDING COMMISSION*

350 South 5th Street, Suite #105 Minneapolis, MN 55415

Security Officer Job Posting

APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS

Title: Security Officer

Responsible for uniformed security officer duties related to the monitoring and patrol of the premises in a manner consistent with established policies and procedures which will secure the Minneapolis City Hall and Courthouse against fire, theft, vandalism and illegal entry after hours, and to provide information services to building occupants and the public.

Job Functions:

- Control access to building and monitor access to public and non-public areas.
- Operate electronic surveillance, life/safety, and security systems and equipment.
- Respond to calls for security service, alarms and emergency situations
- Evaluate an emergency and/or hostile situation and react, direct, and communicate an appropriate response.
- Make periodic inspection tours of buildings and grounds to watch for and guard against fire, theft, illegal entry, infractions of safety regulations, and other irregularities.
- Understand and apply MBC security and life safety regulations.
- Accurately complete security documents and reports
- Participate in all departmental mandated meetings and training assignments

Education/ Experience and Licenses/Certificates:

- Associate degree in behavioral science, criminal justice or related field and three (3) years of security experience; OR approved equivalent of training and experience.
- Successful completion and maintenance of Hennepin County Sheriff's Office and Minneapolis Police Department background checks.
- Successful completion and maintenance of Hennepin County Security Officer training program.
- Valid Driver's License and EMSRB First Responder or EMT Certification or ability to attain within 6 months of hire
- Position has a 6 month probation period.

Knowledge, Abilities and Skills:

- Knowledge of basic principles and practices in security field.
- Knowledge of Federal, State and local laws relevant to security operations, security techniques and procedures.
- Knowledge of CCTV functions and Report Writing functions
- Establish and maintain effective working relationships with security partners.
- Skill in computer use and software appropriate to the position. Skill in oral and written communication appropriate to the position.
- Ability to prioritize work and assignments and perform customer service functions

Additional Information:

AFSCME represented union position. **Hourly Pay Range: \$16.83/hr- \$26.90/hr** (does not include overtime opportunities, shift differential and holiday pay)

Access to medical, dental and life insurance benefits; access to 457 Deferred compensation and Pre-tax programs. Also includes pre-taxed mass transit ridership opportunities.

Application process may include computer testing exercise and writing samples. A supplemental questionnaire may be required.

Completed applications can be submitted to:

Mark Pearson, Municipal Building Commission, 350 South 5th Street, Suite 105, Mpls. MN. 55415. Email: mark.pearson@municipalbuilding.org

Resumes without a completed MBC application will not be accepted. Faxed applications will also not be accepted.

Applications will be accepted until the position is filled.

* 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.