

The Municipal Building Commission (MBC) invites applications for the position of:

**Security Officer– Full Time**

**Salary:** \$34.38 - \$38.07 / hour\*

**Shift:** Tuesday-Saturday 2:00PM-10:00PM

**Closing:** August 21, 2026

**Job Type:** Full Time, Non-Exempt

**Location:** Minneapolis City Hall/Hennepin County Courthouse in downtown Minneapolis.

**The Position:** The MBC is seeking a Security Officer to take on a range of different responsibilities, including patrolling property, monitoring surveillance equipment, providing customer service to visitors and staff, maintaining logs.

**Job Duties and Responsibilities:**

- Control access to buildings 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 and respond to emergency situations
- Conduct periodic inspections of buildings and grounds
- Understand and apply MBC security and life safety regulations
- Complete written security incident reports and documents.
- Participate in all departmental mandated meetings and training assignments

**Ability to:**

- Understand basic principles and practices in the security field
- Understand and apply knowledge of Federal, State and local laws relevant to security operations, security techniques and procedures
- Perform customer service functions for members of the public
- Understand CCTV functions and report writing functions
- Working knowledge and skill of Microsoft office and security software applications.

**Preferred Minimum Education:**

- Associate degree in behavioral science, criminal justice or related field

**Required Certification:**

- EMSRB certified First Responder or EMT Certification. Or ability to attain within 6 months of hire

**Required Experience:**

- Three (3) years of security experience; OR approved equivalent of training and experience.

**Physical Requirements:**

- Prolonged periods standing.



- Must be able to bend, stoop, twist, push, pull, reach, kneel, crawl, squat, climb, and lift to 35 pounds at a time.

**About the MBC:** The MBC has served as the steward for the historic Minneapolis City Hall and Hennepin County Courthouse (also referred to as the Municipal Building) since 1904. The MBC was created by Minnesota State Statute to provide exclusive care and control of the building.

**Great Benefits:** In addition to a competitive hourly rate, MBC employees receive a generous benefit package including paid time off, health and dental insurance, HRA/VEBA employer funded health spending account, pension, deferred compensation, and much more.

The MBC promotes a supportive work environment through our commitment to the employee-developed **core values**:

- Integrity
- Communication
- Respect
- Teamwork
- Be a role model

**Selection Process:**

The examination/selection process for this position may consist of a rating of training and experience, and a verbal or written exam. Since the examination selection process may consist of a rating of training and experience, it is to your advantage to be as complete and thorough on your application form and other support documentation/materials.

**Required Background Checks:**

Minneapolis Police Department and Hennepin County Sheriff's Office background checks are required for this position. Employees must achieve and maintain the background checks for continued employment.

**Medical Exam:**

After a conditional job offer, candidates will be required to pass a medical examination which includes physical screening. A drug and alcohol test are part of the medical examination.

**Union Representation:**

This position is represented by a collective bargaining agreement between the MBC and AFSCME, Minnesota Council No. 5 Local Union 9, AFL-CIO.

**Probationary Period:**

This position will be required to serve a six (6) month probationary period.

**How to Apply:**

Interested applicants should complete and submit the MBC employment application. Please submit a resume with your application. The MBC Employment application can be found here:

[Application for employment \(hennepin.us\)](https://hennepin.us)