



Division of Capitol Police

Commonwealth of Virginia

WAGE – SECURITY SCREENER

The Capitol Police is a Legislative Branch agency responsible for full-service law enforcement and security services for the Virginia State Capitol Complex and assigned properties in Richmond, Virginia; protective services for the Governor and Virginia's First Family while they are in-residence at the Executive Mansion; dignitary protective services for the Lieutenant Governor, Attorney General, the Justices of Virginia's Supreme Court, and members of the Virginia Legislature; court security for the Supreme Court of Virginia and Virginia Court of Appeals; and special event assignments and security details throughout the Commonwealth. Services are delivered through vehicle patrol, bicycle patrol, foot patrol, static posts, traffic law enforcement, traffic crash investigations, criminal investigations, dignitary protection, and crowd control for various events.

The Division of Capitol Police is committed to supporting a work environment that promotes diversity, equity and inclusion in all areas. Women, minorities, and diverse candidates are strongly encouraged to apply.

The Screener position is assigned to Operations, Washington Building, 1100 Bank Street, 2nd Floor, Richmond, VA, 23219 and reports directly to a Shift Sergeant. The Division of Capitol Police is proud to be V3 certified under the "Virginia Values Veterans" Program. "Reasonable Accommodations" are provided for applicants with disabilities. AA/EOE/ADA

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| TYPE OF APPOINTMENT: | Part-time position with no state benefits. |
| DUTIES: | To perform security screening of persons, i.e., hand-wanding, and monitoring walk-through metal detector screening equipment; perform security screening of property, including the operation of x-ray machines to identify dangerous objects in personal belongings or on visitors, and preventing those objects from being transported into properties. Restricts unauthorized entry in assigned properties. |
| QUALIFICATIONS REQUIRED: | Must be able to work rotating weekends and holidays. Working knowledge of safety and security concepts, principles, procedures and techniques. Working knowledge of customer service practices and principles. Demonstrated skills in the use of communication equipment and other security equipment. Demonstrated ability to follow and give verbal and written instructions, to react appropriately in routine and emergency situations, to communicate effectively, both verbally and in writing with a diverse population. Must be physically able to walk and stand for extended periods of time. DMV, CRIMINAL HISTORY AND CREDIT CHECK REQUIRED; ALSO REQUIRED DRUG TESTING. Graduation from high school or equivalent; valid drivers' license. |
| QUALIFICATIONS PREFERRED: | Prior law enforcement experience, or work experience in a security environment. |
| PAY BAND RANGE: | \$18.00 per hour |
| Special Requirements | All employees are required to disclose vaccination status to Human Resources. |