

## Capitol Area Guards

Job Code	Job Title	Pay Grade
4105L1	Capitol Area Guard I	18
4106L1	Capitol Area Guard II	20

### CONCEPT:

Provides routine safety, security or fire protection work safeguarding persons or property on the State Capitol grounds and at the various state office buildings and facilities located in Topeka, Kansas.

### TASKS:

- Performs routine security and preventive maintenance by patrolling buildings and grounds, observing for security violations, fire or safety hazards.
- Maintains the protection of an assigned area in the Capitol building complex and various state office buildings and facilities located in Topeka, Kansas.
- Performs inspections for fire, safety or security risks or hazards. Recommends corrective measures regarding unsafe conditions or unsecured areas.
- Inspects and maintains equipment necessary for the performance of duties. Repairs or reports malfunctions in equipment.
- Participates in routine training of personnel on specific types of drills. Assigns and directs the work of students and part-time workers.
- Operates motor vehicles, safety equipment or other equipment. Picks up and delivers supplies, reports, mail or other correspondence.
- Responds to emergency calls, assistance calls or other situations as needed.
- Supervises, schedules and reviews the work of subordinate officers. Assigns or performs security or safety related work.
- Participates in inspections to ensure security or safety standards are being met.
- Investigates security or safety violations.
- May assist in directing traffic and crowd control.
- Maintains equipment to be used in the line of duty.
- Documents activities by records and reports.
- Identifies zones and areas for security or safety purposes and enforces the regulation of those areas.
- Conducts routine training in safety and security procedures. Directs or participates in safety drills.

**Capitol Area Guard I** - Incumbents in this class provide security protection for state property and conduct routine inspections on State Capitol grounds and/or various state office building and facilities.

**Minimum Requirements:** High school diploma or equivalent.

**Capitol Area Guard II** - Incumbents in this class are responsible for overseeing, supervising and coordinating the work of subordinate officers.

**Minimum Requirements:** High school diploma or equivalent and six months experience in security work.