

## Capitol Area Guards

Job Code	Job Title	Pay Grade
4105L1	Capitol Area Guard I	21
4106L1	Capitol Area Guard II	22
4235L1	Capitol Area Guard Supervisor	24

### 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 buildings and facilities.

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

**Capitol Area Guard II** - Incumbents at this level may assist in the training of new Capitol Area Guards. 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 and one year experience as a Capitol Area Guard, or outside applicants who possess at least one year of security experience in public safety or law enforcement.

**Capitol Area Guard Supervisor**- Incumbents at this level are responsible for overseeing, supervising, and coordinating the work of subordinate officers. 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 and a Capitol Area Guard II.

REF: 12/13

REV: 6/24

REV: 2/26