

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Alvin C. Collins
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN & CONSTRUCTION

PROCUREMENT & LOGISTICS • REAL ESTATE

RECRUITMENT FOR: Building Security Officer Trainee

SALARY: \$9.76/hr. (Grade 5)

CLOSING DATE: Open and Continuous

LOCATION: Annapolis

POSITION DUTIES: This is the trainee level of work responsible for protecting the safety and security of persons, equipment and facilities on State grounds. Incumbent will learn to observe and report any incident which may result in loss or damage to property or equipment, or endanger the safety of employees, residents and visitors; learn to guard buildings, grounds and parking areas at an assigned State facility; learn to staff a watch post and perform periodic rounds inside and outside State facilities; learn to enforce specified agency regulations; learn to direct traffic and control parking; learn how to answer visitors' questions, providing general information and directions; learn how to raise and lower flags.

MINIMUM QUALIFICATIONS:

Education: Ability to read and write.

Experience: None.

LICENSES, REGISTRATIONS AND CERTIFICATES: Employees in this classification may be assigned duties which require the operation of an automobile. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. Employees in this classification are subject to call 24 hours a day and, therefore, will be required to acquire telephone service at their place of residence.
2. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 06.01.09, Testing for Illegal Use of Drugs.

RETURN COMPLETED APPLICATION TO: Department of General Services, Personnel Division, 301 W. Preston Street, Room 1309, Baltimore, Maryland 21201.

TO APPLY: Please include the title of the position for which you are applying on your State application (MS-100). Please send your application to the address listed above. Sending the application to a different address could result in not being considered.

APPLICATIONS: Applications may be obtained by visiting our website at: www.dbm.maryland.gov; by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street, Baltimore, Maryland 21201; or by calling 410-767-4850, toll-free: 800-705-3493; TTY users call Maryland Relay Service, 800-735-2258.

QUALIFICATIONS: You must possess the minimum (and selective, if applicable) qualifications to be considered for this position. If you are scheduled to complete an educational or licensing requirement within six months of the assessment, you may participate in the examination process. Permanent State employees may also complete necessary experience requirements within six months of the date of the assessment. However, such candidates will not appear on eligibility lists until documentation has been received that the educational and experience requirements have been met. Credit may be given for relevant part-time, temporary, or volunteer experience, if you list the number of hours worked per week. All information used to determine your qualifications must be submitted by the closing date. Therefore, be sure that you accurately and thoroughly complete the application.

Equal Opportunity Employer

PERSONNEL DIVISION • 301 West Preston Street • Room 1309 • Baltimore, Maryland 21201
(410) 767-4985 FAX (410) 333-7293 • Toll Free Statewide 1-800-449-4347 • TTY users 1-800-735-2258
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