



Security Screener

DEPARTMENT: KCSO - Sheriff's Office
DIVISION: Support Services
SALARY: \$21.49 - \$27.24 Hourly
\$44,699.20 - \$56,659.20 Annually
LOCATION: Multiple locations in King County
JOB TYPE: Regular, Full time, 40 hrs/week
CLOSING DATE: 05/07/21 05:00 PM

SUMMARY:

For application instructions and requirements, specific to Sheriff Office positions, please visit [Civil Service Application Requirements](#).

The Security Screener position is a great opportunity to become part of the King County Sheriff's Office team! If you have a passion for customer service, public service, public safety, and working in a team environment, where every day brings new challenges, this may be the job for you. Security Screeners are tasked with the important role of keeping the building occupants safe while establishing the tone of everyone's visit.

This position is a civil service position, for information regarding King County Civil Service Rules you can access them at [Civil Service Rules](#).

CONTACT INFORMATION: For questions regarding this posting, please contact Mike Tayman at (206) 263-8676 or by email at mtayman@kingcounty.gov.

WORK SCHEDULE: This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible with prior approval. Typical work hours are 40 hours per week, Monday through Friday. Multiple shifts occur within 6:00 AM - 5:00 PM and locations vary across King County facilities. Incumbents must be able to fill various shifts and locations as needed. Additional hours may be available upon supervisor's approval.

WHO MAY APPLY: By State law, applicants for Civil Service positions must be United States citizens or Lawful Permanent Residents who are able to read and write the English language and meet the required background qualifications for employment with King County Sheriff's Office. Please be sure to review the [list of automatic disqualifiers](#) for employment with the King County Sheriff's Office.

The following materials are required for consideration:

- A **complete** Government Jobs online application - may not say "see resume";
- **Complete** responses to the supplemental questionnaire.

Please carefully **review the instructions and requirements** specific to Civil Service positions with King County Sheriff's Office, [Civil Service Application Requirements \(<- click there\).](#)

JOB DUTIES:

- Candidates must be able to demonstrate a desire to serve the public and work with diverse populations. Competitive candidates will have the experience or ability to execute the following duties:
- **Operate** electronic walk-through metal detectors and hand-held metal detectors, police portable radios, fire extinguishers during emergencies, x-ray machine to screen handbags/briefcases and other parcels for prohibited items;
- **Perform** visual searches of bags, briefcases and other carry-in items for prohibited items;
- **Use interpersonal skills** and directive behaviors, when needed, to ensure the security screening procedures are followed by all individuals;
- **Assess situations**, call for assistance from security staff and/or local police when needed, respond to requests for first aid;
- **Interact and communicate** with the general public, including those with limited or non-speaking English proficiency, individuals who may be confrontational and/or argumentative;
- **Provide** information, direction, and assistance to the public;
- **Prepare and maintain** legible activity logs;
- Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Demonstrated proficiency in communicating with diverse people using the following skills and abilities:

- Interpersonal and professional communication skills (both oral and written), including the ability to write clear and accurate activity logs, incident reports and related documents, remain calm under stress and in emergency situations, deal effectively with the public in emotional and confrontational situations;
- Demonstrated aptitude for detecting potential problems and preventing escalation;
- Ability to verbally describe procedures, articles, and events and to express ideas effectively and clearly;
- Ability to successfully complete training in the effective and safe operation of screening devices;
- Skill in directing the public during emergency situations;
- Experience in providing and delivering consistent and effective customer service;
- Experience and skill in responding to people of varied ethnic and social backgrounds, including those who may suffer from mental, emotional, or physical disabilities;
- Able to use computer software applications including Microsoft Office;
- Skill in establishing and maintaining effective, cooperative working relationships with security and police staff and other county employees;
- Must successfully complete First Aid and CPR training.

Highly Desirable Qualifications:

- One or more years in a customer facing service position;
- Knowledge of appropriate methods for operating security screening equipment and properly identifying prohibited items;
- Demonstrated experience in interacting with people of varied ethnic and social backgrounds, to include those who may suffer from mental or emotional stress;
- Experience working in a security role.

NECESSARY SPECIAL REQUIREMENTS:

- With or without reasonable accommodation, the physical and mental requirements of this position include; **frequent sitting, standing and walking, which may be required for long periods of time and exposure to various temperature changes near building entrances.**
- Must successfully complete First Aid and CPR training.

SUPPLEMENTAL INFORMATION:

General Timeframe: Applications will be reviewed upon closing date. The most highly qualified candidates will be notified of next steps in the recruiting process. The timeframe and order of this recruitment is provided below. Please note that dates are subject to change based on resource availability.

Oral Board (interview) Exam Tentative Dates: Week of May 19, 2021. Candidates Oral boards could continue into the following week (May 26-30) depending on the number of highly qualified applicants.

Applicants who pass initial screening and the scored oral board will be placed on a hiring register. The King County Sheriff's Office may use this register to hire for two current vacancies and any future Security Screener vacancies over the next 12 months.

UNION MEMBERSHIP: This position is represented by the International Brotherhood of Teamsters, Local 117.

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? Come join the team dedicated to serving one of the nation's best places to live, work and play.

Guided by our "**True North**", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request

accommodation or assistance in the application or assessment process or if you have questions please contact your recruiter listed on this job announcement.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2021MAT13174
SECURITY SCREENER
MT

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

mtayman@kingcounty.gov

An Equal Opportunity Employer

Security Screener Supplemental Questionnaire

- * 1. You must be a current US Citizen or **Lawful Permanent Resident** to apply for civil service positions with the King County Sheriff's Office. Are you now a United States citizen or Lawful Permane Resident?
 - Yes
 - No
- * 2. Can you read, write and speak the English language?
 - Yes
 - No
- * 3. The King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link **Automatic Disqualifiers**. Please review the disqualifiers and respond to the following question before proceeding. Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County Sheriff's Office? **Note** - This information will be verified prior to scheduling an oral board interview.
 - Yes
 - No
- * 4. Do you meet any of the automatic disqualifiers pertaining to **DRUGS**:
 - As an adult, convicted of any drug crime, felony or misdemeanor
 - Use of mushrooms within the last three (3) years
 - Use of hallucinogens (includes GHB & ecstasy; excludes mushrooms), cocaine, methamphetamine, or opiates within the last ten (10) years
 - Use of any other illegal drug, including steroids, within the last five (5) years
 - Illegal use of four (4) or more different controlled substances, including marijuana, in the last ten (10) years
 - Any instance of manufacturing or cultivating illegal drugs for the purpose of sale or distribution
 - Use of any illegal drugs while employed in a criminal justice capacity
 - Obtaining a prescription under false pretenses
 - Any instance of illegally injected amphetamines, methamphetamines, cocaine, heroin, barbiturates, or valium
 - Any instance of illegally using a drug after submitting an application to any Law Enforcement agency
 - Marijuana use will reviewed on a case-by-case basis; however, in order to increase the likelihood of continuing on in the hiring and background process, an applicant should not have used Marijuana in the last 12 months
 - Yes No
- * 5. Do you meet any of the automatic disqualifiers pertaining to **CRIMINAL ACTIVITY**:

•Any adult felony convictions •Any adult misdemeanor conviction for crimes involving theft or crimes of violence •Conviction of Minor In Possession of Alcohol within the last three (3) years •Any conviction for a sex related crime •Any instance of required registration as a sex offender, regardless of conviction status •Any conviction for solicitation of prostitution.

Yes No

6. Do you meet any of the automatic disqualifiers pertaining to **DRIVING**: •Conviction of Driving Under the Influence of Alcohol within the last ten (10) years •Conviction of Driving Under the Influence of Alcohol more than once •As an adult, conviction of Attempting to Elude, or Hit and Run •As an adult, conviction of Reckless or Negligent Driving 1st degree in in the last 5 years •Driving While License Suspended/Revoked, reviewed on a case-by-case basis.

Yes No

* 7. If you answered "YES" to question 4, 5, or 6 regarding automatic disqualifiers, please explain further in the space below. Type "NA" (not applicable) if you answered NO to these three questions.

* 8. The background of all King County Sheriff's Office employees and applicants are thoroughly checked. The required background investigation will review and evaluate driving records, criminal records, employment histories, military records, personal and employment references, and related information. A polygraph examination is also required. Are you willing to undergo a background investigation and polygraph examination as part of the employment process?

Yes

No

* 9. Incumbents for this position must be able to work at any location or rotate their work location at any one of the King County Sheriff's Office work sites throughout King County (including all King County District Court locations, King County Courthouse, Youth Services Center, and the ITA Health Court located in Seattle, Regional Justice Center in Kent. Are you able and willing to be assigned to work at any one of these locations with minimum notice?

Yes No

* 10. The following statement is designed to help you assess whether you would be suited to a career as a Security Screener. "I am willing to adhere to established protocols, procedures, rules and regulations that are part of the work environment."

Yes No

* 11. The following statement is designed to help you assess whether you would be suited to a career as a Security Screener. "I am willing to respect the chain of command in a paramilitary work environment."

Yes No

* 12. The following statement is designed to help you assess whether you would be suited to a career as a Security Screener. "I am willing and able to sustain long periods of time restricted to my workstation."

Yes No

* 13. What does your professional experience include? Please check all that apply.

Strong verbal communication skills with ability to express thoughts and ideas effectively.

Demonstrated ability to work as a team member; establish and maintain effective working relationships.

Demonstrated ability to maintain a professional demeanor and provide reliable and timely customer service.

Demonstrated ability to maintain confidentiality.

One or more years in a customer service position.

Demonstrated experience in interacting with people of varied ethnic and social backgrounds, to include those who may suffer from mental or emotional stress.

* 14. Security Screeners will have direct public contact. Are you able and willing to provide customer service to a diverse population who may be under stress or difficult to communicate with? Situations include, but are not limited to; working with individuals who are not sure what information they want or need - who may be angry, frustrated or impatient - persons who may be difficult to understand and/or may speak limited or no English.

Yes No

* 15. Briefly summarize how you would provide quality customer service as a Security Screener. Specifically how you would effectively communicate with and enlist cooperation from diverse individuals, including those with limited English proficiency.

* 16. Do you have experience working in a security role and/or operating security screening equipment?

YES

NO

* 17. Summarize your experience working in a security role and/or operating security screening equipment.

* 18. Do you have previous experience working in a law enforcement agency or public safety organization?

Yes No

* 19. Successful candidates for this position will be required to undergo and pass a pre-employment physical on conditional offer upon hire. Please acknowledge that you have read and understand this statement.

Yes No

* 20. All information in your application, including your answers to the supplemental questions, will be confirmed in the course of the required background investigation and polygraph examination. Have you been completely honest with us when completing your application for employment and this questionnaire?

Yes No

* Required Question