

Click one of these links to see the Job Description for that class:

Code	Title
P64841	Capitol Security Officer
V64842	Capitol Security Officer Supervisor

Capitol Security Officer Series

Law Enforcement

DESCRIPTION OF OCCUPATIONAL WORK

Positions in this series perform armed security work to protect state employees, visitors, facilities, and property. Work involves controlling access to secure facilities, operating security screening equipment, conducting patrols, responding to security incidents and emergencies, enforcing safety and security regulations, and coordinating with law enforcement when necessary. Positions at the Security Officer Supervisor level plan, assign, direct, and evaluate the work of Security Officers in addition to performing security functions.

The Security Officer class series are distinguished from positions in the Security Guard and Security Communications series, which are not required to be armed or required to act in the event of an armed intruder.

Capitol Security Officer

P64841

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under general supervision, controls and enforces building and facility regulations to ensure safety and security. Security officers protect property against theft, fire, vandalism, and illegal entry; they perform related work as assigned. Will be armed and run the entry point to screen visitors. Will respond to armed intruders.

Positions at this level will perform advanced security and inspection activities in accordance with well-defined policies and procedures.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Operate and monitor screening checkpoints by use of x-ray, metal detections, and other screening devices to verify credentials, inspect bags, and detect prohibited items such as weapons or explosives.

Provide professional customer service to employees and visitors, enforcing rules and de-escalating tense situations.

Ability to interact professionally with diverse individuals from the community.

Conduct regular patrols of the interior of the building to detect suspicious activity.

Responds promptly to Security incidents, alarms, disturbances, or emergencies, providing first response and coordinating with law enforcement or emergency services.

Reports suspicious activities to local authorities.

Reasonably detains persons suspected of criminal activity until law enforcement arrives.

Escorts discharged staff, trespassers, and other unwelcome parties off the premises.

Operates audio/visual monitoring devices, as needed.

Occasional travel to other state buildings to provide requested security services.

[KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: \(These are needed to perform the work assigned.\)](#)

Knowledge of: agency and state security policies, procedures, and guidelines; agency and state security equipment and alarm systems.

Ability to: communicate in person, by telephone, radio, computer, email, and correspondence with state employees, government officials, visitors, and the public to exchange information; follow instructions; apply work guidelines without the immediate presence of the supervisor; remain calm during emergencies or adverse situations; handle difficult or irate individuals and maintain harmonious relationships; read and understand labels, signs, guidelines, and instructions; explain technical rules and standards to coworkers and others; examine the components or elements of equipment, instruments, data, or situations; pay attention to remember and record details of incidents, people, places, and things; summarize facts and/or figures into reports; select and recommend a course of action from alternatives; apply first aid and cardiopulmonary resuscitation (CPR) procedures; learn State and employing agency safety/security policies, procedures, and guidelines; learn electronic monitoring devices and their operations used by the employing agency; apply first aid procedures; operate equipment and vehicles used to perform assigned duties. Be able to respond to armed intruders and non-compliant individuals. Physically able to capture and detain individuals if necessary. Run screening equipment at the entry points.

[MINIMUM QUALIFICATIONS: \(Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.\)](#)

Must either (1) possess current law-enforcement certification recognized by the State of Nebraska, or (2) be a qualified retired law-enforcement officer meeting the requirements of 18 U.S.C. § 926C, including current firearms qualification. Must be able to meet minimum qualification requirement with agency issued firearms. Must meet physical demands, such as, ability to stand for extended periods (often entire shift), capable of responding quickly to potential threats, ability to perform repetitive screening tasks, ability to climb several flights of stairs.

[LEGAL REQUIREMENTS: \(These qualifications are mandated by federal/state laws, statutes, and/or regulations.\)](#)

Background check resulting in no serious misdemeanors and no felony convictions.
Must possess a valid driver's license.

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Capitol Security Officer Supervisor

V64842

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under limited supervision, supervises assigned staff which would include armed Security Officers, duties and responsibilities are performed as per established policies, procedures, rules, and regulations; monitors and operates the equipment at the entry points to screen for prohibited items, and performs related work as required. Will respond to armed intruders.

Positions at this level will perform advanced security and inspection activities in accordance with well-defined policies and procedures.

The supervisor has authority to plan, organize, assign, and direct the work of Security Officers, and is accountable for the work performance of those officers. In addition to these supervisory duties, they will also perform the same or highly similar work as the Security Officers.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plan, organize, assign and direct the work activities of assigned staff to ensure adherence to established security protocols.

Reviews and compares work performance of assigned staff with established standards to determine employee production levels, training needs, and recommendations to management concerning personnel actions such as promotions, disciplinary actions, status changes, and separations.

Supervises and participates in the operation and oversight of screening checkpoints using x-ray, metal detection, and other screening tools to verify credentials, inspect bags, and identify prohibited items such as weapons or explosives.

Provide professional customer service to employees and visitors, enforcing rules and de-escalating tense situations.

Ability to interact professionally with diverse individuals from the community.

Supervises and participates in conducting regular patrols of the interior of the building to detect suspicious activity.

Responds promptly to Security incidents, alarms, disturbances, or emergencies, providing first response and coordinating with law enforcement or emergency services.

Reports suspicious activities to local authorities.

Reasonably detains persons suspected of criminal activity until law enforcement arrives.

Escorts discharged staff, trespassers, and other unwelcome parties off the premises.

Writes and submits reports to provide an accurate record of activities and occurrences such as unlawful acts, unusual incidents, bomb threats, or disruptive or noncomplying citizens.

Operates audio/visual monitoring devices, as needed.

Occasional travel to other state buildings to provide requested security services.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: agency and state security policies, procedures, and guidelines; agency and state security equipment and alarm systems.

Ability to: plan, assign, direct, evaluate, and supervise assigned staff; operate basic and advanced personal computers; communicate in person, by telephone, radio, computer, email, and correspondence with state employees, government officials, visitors, and the public to exchange information; follow instructions; apply work guidelines without the immediate presence of the supervisor; read and understand labels, signs, guidelines, and instructions; explain technical rules and standards to coworkers and others; examine the components or elements of equipment, instruments, data, or situations; pay attention to remember and record details of incidents, people, places, and things; summarize facts and/or figures into reports; select and recommend a course of action from alternatives; apply first aid and cardiopulmonary resuscitation (CPR) procedures; learn State and employing agency safety/security policies, procedures, and guidelines; learn electronic monitoring devices and their operations used by the employing agency; apply first aid procedures; operate equipment and vehicles used to perform assigned duties; make decisions in emergency situations under pressure while remaining calm and in control of the situation; handle more than one situation at a time.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Possess previous supervisory experience and must either (1) possess current law-enforcement certification recognized by the State of Nebraska, or (2) be a qualified retired law-enforcement officer meeting the requirements of 18 U.S.C. § 926C, including current firearms qualification. Must be able to meet minimum qualification requirement with agency issued firearms. Must meet physical demands, such as, ability to stand for extended periods (often entire shift), capable of responding quickly to potential threats, ability to perform repetitive screening tasks, ability to climb several flights of stairs.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Background check resulting in no serious misdemeanors and no felony convictions.
Must possess a valid driver's license.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

Security Officers will need to complete an annual range certification.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 09/2026

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date