



**STATE OF MARYLAND  
MILITARY DEPARTMENT  
FIFTH REGIMENT ARMORY  
BALTIMORE, MARYLAND 21201 - 2288**

**POSITION: BUILDING SECURITY OFFICER TRAINEE (4022)**

**SALARY: \$20,722 - \$32,014 (Grade 5)**

**CLOSING DATE: OPEN AND CONTINUOUS**

**NATURE OF WORK:** This is the trainee level of work responsible for protecting the safety and security of persons, equipment, and facilities on State grounds. Duties may include, but are not limited to, learning to observe and report incidents resulting in loss or damage to property or equipment or endanger the safety of employees, residents and visitors; learning to guard buildings, grounds, and parking areas at an assigned State facility; learning to staff a watch post and perform periodic rounds inside and outside State facilities; learning to enforce specified agency regulations; and learning to direct traffic and control parking.

**MINIMUM QUALIFICATIONS:**

Education: Ability to read and write

Experience: None

**SPECIAL REQUIREMENTS OF THE CLASSIFICATION**

Employees in this classification are subject to call in 24 hours a day and, therefore, will be required to provide a telephone number where they can be reached.

Employees in this classification may be required to work rotating shifts, weekends and holidays.

Employees promoted within this classification series will be subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

Candidates for positions in this classification will be required to apply for a criminal background check and successfully pass a physical examination.

**LICENSES, REGISTRATIONS, AND CERTIFICATES:**

Employees appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

**TO APPLY:** Complete Maryland State Form MS-100 (Application for State Employment) noting position title on the top of the form. Resumes will not be considered. Copies of documents attesting to qualifications and skills should be attached to the application. Applications may be obtained by calling or visiting the Military Department's State Personnel Office at (410) 234-3838, Fifth Regiment Armory, Room B10, Baltimore, Maryland 21201-2288; visiting the State's website at [www.dbm.maryland.gov](http://www.dbm.maryland.gov); visiting the recruitment kiosk at 300 West Preston Street, Baltimore, Maryland 21201; or calling 410-767-4850 or toll free 1-800-705-3493. Photocopies are acceptable provided there is an original signature and copies are on standard paper (8½ x 11).

**FORWARD COMPLETED APPLICATION TO:**

Maryland Military Department  
State Personnel Office  
Fifth Regiment Armory, Room B10  
Baltimore, MD 21201-2288

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*An Equal Opportunity/ADA Employer*