



Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Assistant Sergeant-At-Arms (Session Only)

LOCATION: Missouri House of Representatives
Operations Division
Missouri State Capitol Building
Jefferson City, MO

STARTING SALARY RANGE: The starting salary for this position is \$1,386.10 per pay period.

DESCRIPTION: This is a part time, non-partisan position responsible for assisting the Sergeant-At-Arms with maintaining order and security during House proceedings. This position reports to the Director of the House Operations Division and is located in Jefferson City. This is a session-only position and is not eligible for state benefits.

RESPONSIBILITIES: This position assists in summoning House Members to their seats in the Chamber upon the call of the Speaker of the House; provides security to House Members and Chamber Staff while the House is in session, and provides security to House Members and Staff during committee hearings and special legislative events. Must ensure decorum, rules, protocol, customs and practices of the Missouri House of Representatives are maintained at all times as directed by the Speaker of the House. Chosen applicant must maintain strict confidentiality and exercise discretion as needed, handle communications with the public in a manner that is politically knowledgeable and sensitive, and exhibit a high level of professionalism in conduct, work ethic and appearance. This position also functions as a liaison between the public, staff, lobbyists and Members of the Missouri House and must develop and maintain working relationship with the Missouri Capitol Police and Local Authorities.

QUALIFICATIONS: Successful applicant must have a bachelor's degree in criminal justice, law enforcement or related area, or two or more years' experience as a certified peace officer, with the power of arrest, in a federal, state, county or city law enforcement agency. The ability to work extended hours and sit and/or stand for extended periods is required. Must possess strong written and verbal communication skills and prioritize multiple tasks, work efficiently within time constraints and handle stressful situations. Work independently and work effectively as a team member to contribute to the efficient operation of the House; move or lift equipment or supplies as needed and follow instructions from supervising authorities. Working knowledge of House rules, conduct, policies, and the legislative process and procedures is preferred. The ability to pass a background investigation is required. Applicant must possess a valid Missouri vehicle operator's license, and must possess, or have the qualifications to obtain, a Missouri Peace Officer License (or equivalent) as outlined by the Missouri Peace Officer Standards and Training Program.

APPLICATION PROCESS: Applications will be accepted until **Friday, January 17, 2020**. Please submit resume, application, and letter of interest to: MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Assistant Sergeant-At-Arms. Documents may also be submitted electronically to househr@house.mo.gov. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.