

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 \$1,621.38 per pay period (January-

May).

The salary reflected in the job posting does not represent differentials such as shift, premium pay for certain duties, and time-of-service pay.

DESCRIPTION: This is a part-time, non-partisan position responsible for assisting the Security Coordinator and Sergeant-At-Arms with maintaining order and security during House proceedings. This position 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. This position also functions as a liaison between the public, staff, lobbyists and Members of the Missouri House and must develop and maintain working relationships 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, <u>or</u> two or more years of experience as a certified peace officer, with the power of arrest, in a federal, state, county or city law enforcement agency.

Applicants must have the ability to remain objective, non-partisan, and professional regarding all legislative matters and work well under pressure with minimal supervision. Must be able to sit and/or stand for extended periods of time, work extended hours and move or lift equipment/supplies, as needed.

Successful applicants must have the ability to pass a background investigation and other related checks and evaluations, possess a valid Missouri vehicle operator's license, and be certified or have the ability to become Peace Officer Standards and Training (POST) certified and maintain certification.

APPLICATION PROCESS: This position will remain open until filled. Please send resume, application and letter of interest electronically to houseadmin@house.mo.gov or through MoCareers. Documents may also be submitted to MO House of Representatives, Attn: Asst. Sergeant-At-Arms, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov.

EMPLOYMENT RESTRICTIONS: The House prohibits the hiring of any person who at the time of initial hiring is related to any member within the fourth degree by blood or marriage.

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.