



Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Doorkeeper

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

SALARY: The salary for this position is \$1,387.44 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 ensures access to the House chamber and galleries is controlled at various locations, ensures 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, and functions as a liaison between the public, staff, lobbyist and Members of the Missouri House.

QUALIFICATIONS: Successful applicant will have a high school diploma or equivalent. Experience in security or a police background is preferred.

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.

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: Doorkeeper, 201 W. Capitol Avenue, Room B22, 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.