



CLOSING DATE: Open until filled

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Security Specialist

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

STARTING SALARY: Salary range starts at \$57,500.00. Actual starting salary is commensurate with education and experience.

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 highly professional position responsible for developing and coordinating security activities and protocols for the Missouri House of Representatives. Position will provide expertise regarding security matters and work with representatives and staff to develop processes to enhance security efforts for representatives, staff, and those visiting the Missouri House of Representatives.

RESPONSIBILITIES: This position assists in House security requests with Department of Public Safety's Capitol Police, Jefferson City Police Department, Cole County Sheriff's Office, and Highway Patrol; assists in threat and risk assessments and informs law enforcement officials of threats as necessary; assists in safety and security recommendations to secure the House chamber, gallery, committee rooms, and other House space; assists in security training courses and materials for representatives and staff; develops security protocols and processes for appropriate actions in cases of disruptive behavior including active shooter preparedness; assists the House of Representatives Security Coordinator, Sergeant-at-Arms, and doorkeepers with maintaining order during House sessions and committee hearings; and reviews space plans for any future renovations for security purposes.

Position will be armed and have arrest and investigative authority.

QUALIFICATIONS: Successful applicants must have bachelor's degree in criminal justice, law enforcement or related area; and five (5) or more years of progressively responsible experience in a law enforcement or military setting. Years of experience may be substituted for a bachelor's degree.

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 and work extended hours, 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.

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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: Security Specialist, 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.