

Washington State House of Representatives



Session Employment Opportunities

Security Guard, Security Supervisor

Session **Security Guards** and **Security Supervisors** provide security and safety services for the Washington State House of Representatives, serving in temporary, exempt positions during the legislative session. This announcement will be used to fill positions for the session currently planned for January 14 through April 28, 2013. Temporary employees serving in one of these roles will work varying shifts as needed without additional compensation for overtime.

Session Security Guard – Salary \$2,077 to \$2,225 per month

Typical Work includes:

- Security presence at access points, posts, or remote locations, foot patrol, monitor, and control access to parking lots, hearing rooms, and legislative facilities, monitor and control video surveillance and building access control systems, report security incidents and prepare written reports; enforcement of House Rules at the direction of the Sergeant at Arms;
- Prompt response to emergencies, disruptions, or other incidents when reported or observed, provide first aid treatment as needed, including CPR and AED, Identify, report, and resolve workplace safety issues, drive a mid-sized passenger van;
- Compliance with the House Rules and the Personnel Policy & Procedure Manual;
- Assistance to State Representatives, Legislative Staff, and visitors as needed.

Qualifications:

- High School Graduate or equivalent;
- Good communication, interpersonal, problem-solving, and conflict resolution skills;
- Ability to stand and/or walk for extended periods of time;
- Ability to carry or move objects of up to 50 pounds in weight;
- Ability to work outdoors during inclement weather;
- Ability to follow oral and written directions;
- No previous felony conviction;
- First Aid Certification desired;
- A valid driver's license is required for any driving duties;
- Previous Security, Military, or Law Enforcement experience preferred.

Session Security Supervisor - Salary \$2,396 to \$2,679 per month

Typical Work includes:

- All duties listed for Session Security Guard;
- Monitor and control specific areas of responsibility, direct and control the actions of three or more Session Security Guards, coordinate work schedules to ensure completion of duties and rotation of personnel, maintaining open lines of communication with supervisors and subordinates.

Qualifications:

- All Qualifications listed for Session Security Guard;
- Excellent Communication and Interpersonal Skills;
- Good administrative and computer skills;
- Previous Supervisory Experience;

Selected personnel will begin employment approximately January 14th and are scheduled to work through the 2013 Regular Legislative Session, ending on April 28th or at a later date if a special session should be called.

Training for selected personnel will occur in mid-December, 2012.

APPLICATION PROCESS - **Applications** for Session Security Guard and Session Security Supervisor should be received at the Chief Clerk's Office no later than November 15, 2012. Application review begins October 23, 2012, followed by interviews, and will continue until all positions have been filled.

Applicants should submit:

- (1) Current resume describing the applicant's experience and qualifications; and
- (2) Washington State House of Representatives Session Application.
(Available at: http://www.leg.wa.gov/House/Documents/Session_permanent_application.pdf)

By postal mail to:

Chief Clerk's Office
ATTN: Mr. Greg Payne
Washington State House of Representatives
PO Box 40600
Olympia Washington 98504-0600

Or by email to:

greg.payne@leg.wa.gov

Questions regarding this position may be directed to Mark Arras, Director of Security, at mark.arras@leg.wa.gov or (360) 786-7776.

The Washington State House of Representatives is an Equal Opportunity Employer