



# House of Representatives Job Announcement

## Session Security positions for 2017 Legislative Session

*Opens September 15, 2016 and Closes December 31, 2016 at 5:59pm  
p.m.*

**REPORTS TO:** Mark Arras, Director of House Security  
**LOCATION:** Capitol Campus, Olympia, Washington  
**SALARY:** \$2,609 per month

### AGENCY PROFILE:

The House of Representatives comprises half of the Washington State Legislature and is made up of 98 members elected to serve two-year terms, representing 49 legislative districts. The Legislature meets every year to consider and pass legislation involving public policy, taxes and other revenue, and state spending. In addition to elected members, the House also employs approximately 250 full-time year-around staff, and 130 temporary session staff and interns.

### INFORMATION ON SESSION HIRES:

The Washington State House of Representatives anticipates vacancies for multiple temporary positions in House Security for the 2017 Legislative Session. **This announcement will remain open until all positions have been filled. It is anticipated that initial interviewing will begin the week of November 1, 2016.**

Session Security personnel provide security and safety services for the Washington State House of Representatives, serving in temporary, at-will, non-partisan, exempt positions during the legislative session.

Selected personnel will begin this temporary position on or about January 4, 2017 and will be expected to be available to work through the scheduled end of the 2017 Legislative Session on April 23, 2017.

The temporary assignment may be extended to a maximum of six months if necessary for any special legislative session.

Training will be provided at the beginning of the assignment, including First Aid, CPR and AED training if needed.

Employees serving in one of these temporary positions will generally work forty hours a week with varying schedules, although overtime work may occasionally be needed without additional compensation.

No traditional benefits such as pension or health insurance are provided with these temporary positions.

There is no paid sick or annual leave and unpaid leave will only be approved in exceptional circumstances.

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The House of Representatives is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kristin Collins, in the Legislative Support Services human resources office at (360) 786-7337 or e-mail [Kristin.Collins@leg.wa.gov](mailto:Kristin.Collins@leg.wa.gov).



## RESPONSIBILITIES:

- ◆ 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; maintain order and decorum, enforce House Rules.
- ◆ Observe, detect, deter and report security and safety issues to supervisor, law enforcement, or others as required by training, policies and procedures; provide prompt response to emergencies, calls for service, disruptions, or other incidents; provide first aid, CPR, and/or AED treatment as needed; identify, report, and resolve workplace safety issues; operate a mid-sized passenger van and transport passengers.
- ◆ Work cooperatively within a structured organizational system with assigned positions, position instructions, and reporting to co-workers, your supervisor and executive management staff.
- ◆ Comply with the security policies, House Rules, and the Washington State House of Representatives Personnel Policy & Procedure Manual.
- ◆ Assist state representatives, legislative staff, and visitors as needed.
- ◆ May perform other related duties as required.

## DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ High School Graduate or equivalent;
- ◆ No previous security related criminal convictions;
- ◆ 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;
- ◆ Current First Aid Certification;
- ◆ A valid driver's license is required for any driving duties;
- ◆ Previous security, military, or law enforcement experience preferred;
- ◆ Ability to work alongside persons with diverse backgrounds, interests, and capabilities;
- ◆ Ability to work cooperatively and collaboratively with multiple groups in a fast-paced environment;
- ◆ A dependable and strong work ethic, and the ability to maintain a professional and confidential manner at all times, excellent written and oral communication skills;
- ◆ Ability to seek and follow supervisory direction as required, positive attitude and the ability to be an exceptional team member, ability to multi-task and to handle complex and difficult situations;
- ◆ Strong organizational skills and excellent attention to detail, proficiency with using email;
- ◆ Ability to work as non-partisan staff in a partisan environment.

## HOW TO APPLY:

- ◆ A letter of interest addressing the specific qualifications and abilities.
- ◆ A current resume (no more than two pages) detailing your experience and education.
- ◆ A list of at least three professional references, including one supervisor, with current telephone numbers and/or email contact information.
- ◆ Washington State House of Representatives Session Application.

Application available at: [http://www.leg.wa.gov/House/Documents/House\\_session\\_employment\\_app\\_distributed.pdf](http://www.leg.wa.gov/House/Documents/House_session_employment_app_distributed.pdf)

## Send to:

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Olympia Washington 98504-0600  
**Or by email to:** [mark.arras@leg.wa.gov](mailto:mark.arras@leg.wa.gov)

Questions regarding this position may be directed to [mark.arras@leg.wa.gov](mailto:mark.arras@leg.wa.gov) or (360) 786-7776.  
*We prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf*