



House of Representatives Job Announcement

Session Security positions for 2018 Legislative Session

Opens: October 2, 2017 and closes October 20, 2017 at 5:00 pm

REPORTS TO: Director of House Security
LOCATION: Capitol Campus, Olympia, Washington
SALARY: \$2,661 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.

SESSION SECURITY EMPLOYEES:

The Washington State House of Representatives will hire for multiple temporary positions in House Security for the 2018 Legislative Session.

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

Selected personnel will begin this temporary position on or about January 3, 2018 and can expect to work through the scheduled end of the 2018 legislative session on March 8, 2018 (60 Day Temporary Employment).

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

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

Employees serving in a temporary position will work varying schedules as needed without additional compensation for overtime.

No leave or medical benefits are provided with these positions.

Leave is rarely approved during session unless there is an exceptional circumstance that arises.

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 Kyle Overmiller, the House of Representatives Technology and Facilities Director at (360) 786-7271, or e-mail kyle.overmiller@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;
- 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 CPR, AED and First Aid Certification;
- A valid driver's license is required for any driving duties;
- Previous security, military, or law enforcement experience preferred;
- De-escalation training or Crisis Intervention Training
- 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

Send to:

Director of Security
Washington State House of Representatives
PO Box 40600
Olympia Washington 98504-0600
or by email to: robert.sabarese@leg.wa.gov

Questions regarding this position may be directed to robert.sabarese@leg.wa.gov or (360) 786-7774.

We prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf