

Session Security with the WA State House of Representatives

Salary: \$2,609.00 Monthly

Location: Thurston County – Olympia, WA

Job Type: Exempt

Department: House of Representatives

Job Number: House Sec 2017

Closing date and time: 12/31/2016 at 5:59 PM Pacific Time (US & Canada)

Description

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.

Duties 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.

Qualifications

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.

Supplemental Information

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:

Mark Arras, Director of Security
Washington State House of Representatives
PO Box 40600
Olympia Washington 98504-0600
Or by email to: mark.arras@leg.wa.gov

Questions regarding this position may be directed to 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