



WASHINGTON STATE HOUSE OF REPRESENTATIVES

Exempt Recruitment Announcement

(Resumes will be screened upon arrival)

OPENING DATE: OCTOBER 1, 2020

CLOSING DATE: OCTOBER 31, 2020 at 11:59 PM

JOB TITLE: Session Security Officer, Washington State House of Representatives

REPORTS TO: Director of House Security

LOCATION: Capitol Campus, Olympia, Washington

START DATE: January 04, 2021

SALARY RANGE: \$2,782.00 Monthly

This position does not qualify for health benefits or retirement.

The Washington State House of Representatives is hiring multiple security personnel for the upcoming 2021 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 4, 2021 and can expect to work through the scheduled end of the 2021 legislative session on April 26, 2021. The temporary assignment may be extended to a maximum of six months if necessary for any special legislative sessions.

ROLE:

- The Washington State House of Representatives anticipates vacancies for multiple temporary positions in Security for the 2021 Legislative Session.
- 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 04, 2021 and will be expected to be available to work through the scheduled end of the 2021 Legislative Session.
- 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.
- 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.
- This position can lead to a recurring annual position with the legislative sessions and may include biannual wage increases.



**WHO
WE ARE
INTERESTING?**



**WHAT
WE ARE
LOOKING FOR
INTERESTED?**

DUTIES:

RESPONSIBILITIES:

- Work cooperatively within a structured organizational system with assigned positions, position instructions, and reporting to co-workers, your supervisor and executive management staff.
- Assist state Representatives, legislative staff, and visitors as needed.
- 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.
- May perform other related duties as required.

QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- High School Graduate or equivalent.
- A dependable and strong work ethic.
- Positive attitude and the ability to be an exceptional team member.
- Ability to maintain a professional and confidential manner at all times.
- 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.
- Ability to seek and follow supervisory direction as required.
- Ability to multi-task and to handle complex and difficult situations.
- Ability to work as non-partisan staff in a partisan environment.
- Strong organizational skills and excellent attention to detail.
- Excellent written and oral communication skills.
- Ability to stand or walk for an extended period of time.
- Ability to carry or move objects of up to 50 pounds in weight.
- Ability to work outdoors during inclement weather.
- Ability to obtain First Aid Certification.
- Proficiency with Microsoft Office.
- Previous security, military, or law enforcement experience preferred.
- No previous security related criminal convictions.
- A valid driver's license is required for any driving duties.



WHAT WE ARE LOOKING FOR

DUTIES RESPONSIBILITIES



WHAT WE ARE LOOKING FOR

QUALIFICATIONS?



BACKGROUND CHECK:

Prior to a new hire, a background check including criminal history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

SUPPLEMENTAL INFORMATION:

HOW TO APPLY:

Please submit the following information, with an application, by Sunday, October 18, 2020:

1. A letter of interest addressing the specific qualifications and your knowledge, skills, and abilities that are applicable to this position. *No more than two pages in length.*
2. A current resume detailing your experience and/or education.
3. A list of at least three professional references, including one supervisor, with company name, and current telephone numbers and/or email contact information.
4. House Session Employment Application: http://leg.wa.gov/House/Documents/House_session_employment_app_distributed.pdf

SEND TO:

Sean Hartsock, Director of House Security

E-mail: sean.hartsock@leg.wa.gov

Phone: (360) 786-7771

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

If the materials cannot be sent electronically, please mail the information to:

House of Representatives

Chief Clerk's Office

ATTN: Sean Hartsock

PO Box 40600

Olympia, WA 98504-0600

The Washington State 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 Lisa Biscay, HR Business Partner at (360) 786-7337, or E-mail Lisa.Biscay@leg.wa.gov