

Washington State House of Representatives

2014 Legislative 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, at-will, non-partisan, exempt positions during the legislative session. Temporary employees serving in one of these salaried positions will work varied schedules, posts, and assignments as needed without additional compensation for overtime. No leave, retirement, or medical benefits are provided with these positions.

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

Typical Work includes:

- Provide security presence at access points, posts, or remote locations; Conduct 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 at the direction of the Sergeant at Arms or designee.
- Observe, detect and deter security and safety issues and report to supervisor, law enforcement or other entities as required by security policy.
- Provide prompt response to emergencies, disruptions, or other incidents; Provide first aid treatment as needed, including CPR and AED; Identify, report, and resolve workplace safety issues.
- Drive a mid-sized passenger van.
- Work cooperatively within a structured organizational system with assigned posts, post instructions, and reporting to a direct supervisor.
- Communicate courteously and effectively with diverse groups.
- Comply with security policies, House Rules and the Personnel Policy & Procedure Manual.
- Assist 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;
- No previous security related criminal convictions;
- 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; Maintain open lines of communication with supervisors and subordinates; Monitor activity for compliance with rules, policies and procedures, and take necessary corrective action for deficiencies.

Qualifications:

- All Qualifications listed for Session Security Guard;
- Excellent Communication and Interpersonal Skills;
- Good administrative and computer skills;
- Previous supervisory experience, preferably in security or law enforcement.

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, 2013**. Interviews will begin November 1 and positions will be filled as needed, possibly prior to November 15. Applicants are encouraged to submit their application at the earliest opportunity.

Applicants need to submit:

(1) Current resume describing the applicant's experience and qualifications; and

(2) Washington State House of Representatives Session Application.

Available at this link: http://www.leg.wa.gov/House/Documents/House_session_employment_app_distributed.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

Session assignments will begin January 6, 2014 and will continue until the end of the regular session on March 13, 2014. Assignments may be extended if necessary for any special session. Previous legislative session employment with the House of Representatives is not a guarantee of selection for the 2014 legislative session or any future legislative session positions. The selection process will include an individual interview and résumé review followed by a background investigation.

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