



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Sergeant-at-Arms  
**Classification:** Assistant Sergeant-at-Arms I  
**Posted:** November 2, 2021

**Salary Range:** \$ 4,624.00 - \$ 6,078.00 (Generous Benefit Package including; Medical/Dental/Public Safety Retirement)  
**Position:** Sworn/Armed, Non-Uniformed Peace Officer  
**Position Location:** Assembly Sergeant-at-Arms Office, California State Capitol, Sacramento.

**Duties and Responsibilities:** Provides dignitary protection for Assemblymembers and physical protection and response to the California State Capitol; Assembly Chamber, Legislative offices, committee hearings and special events throughout the state. Ensures decorum, rules, protocol, customs, and practices of the Assembly are maintained at all times. Functions as a liaison between the public, staff, lobbyists and the Members of the Legislature.

- Respond to calls for protection of life and property and enforce laws and rules.
- Perform daily-posted positions and security sweeps throughout Capitol complex.
- Demonstrate sound judgment under adverse, stressful conditions.
- Initiate and complete detailed reports and threat assessments.
- Monitor websites and social media for intelligence.
- Participate in continued training to enhance law enforcement skills.
- Work in partnership with the other law enforcement agencies.
- Occasionally work extended hours or weekends when legislative functions dictate.
- May be required to travel statewide, domestically, or internationally as necessary.
- Proficient in the use of firearms and other modern police equipment.

- Assist in other duties as assigned.
- This is a non-uniformed position requiring Sergeant's to wear professional business attire.

### **Minimum Qualifications:**

- Must be 21 years of age.
- High School Diploma or GED.
- Proof of United States Citizenship.
- Proof of COVID-19 Vaccination.
- Valid California Driver's License.
- Favorable DMV driver history.
- Satisfactory completion of oral interview.
- Successful completion of a physical and psychological examination.
- Successful completion of a background investigation.
- POST Basic Certificate or Basic Specialized Investigator Certificate.

### **Desirable Qualifications:**

- A superior commitment to customer service.
- Previous experience working in dignitary protection.
- Work independently in the absence of a supervisor.
- Communicate clearly and concisely, both orally and in writing.
- Detail-oriented and precise work.
- Positive interpersonal relationships and communications skills.

**Contact:** To be considered for this unique opportunity, candidates must submit:

- A detailed **resume** covering, at a minimum, education and career experience.
- A compelling **cover letter** detailing, at a minimum;
  - (a) Interest in the position.
  - (b) Attainment of minimum qualifications.
  - (c) Attainment of any desirable qualifications.

These items must be submitted electronically - via e-mail to Karen Gutierrez via email at: [Karen.Gutierrez@asm.ca.gov](mailto:Karen.Gutierrez@asm.ca.gov).

Successful submissions will receive an acknowledgement reply via e-mail.