



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Sergeant-at-Arms Office

Classification: Member Services III

Posted: July 20, 2022

Duties and Responsibilities: Under the direction of the Chief Sergeant-at-Arms, Member Services personnel provide transportation and assistance to Members (elected officials), set-up of hearing rooms, and staff Legislative Committee Hearings and Session; ensures decorum, rules, protocol, custom and practices of the Assembly are maintained at all times. Member Services personnel may also serve on the front line in the Member Services dispatch center, answering calls for service from the Legislative Community and dispatching appropriate resources, which may include law enforcement and emergency personnel. Member Services personnel assist sworn personnel with observe and report responsibilities, posted positions, staff escorts and complete incident reports. Member Services personnel serve as a liaison between the public, staff, lobbyists, Members of the Legislature, and other elected officials.

This is a full time position. Must be available to work rotating shifts and extended hours.

Requirements:

- High School Diploma or GED
- Must possess outstanding written and oral communication skills (writing sample required)
- Proof of eligibility to work in the U.S.
- Valid California Driver's License for a minimum of 5 years with a favorable DMV driver history
- Ability to pass a background check
- Have not been convicted of a felony
- Successful completion of PC 832 Arrest, Search and Seizure course
- Other duties as assigned

Highly desired:

- A superior commitment to customer service
- Previous experience working with the public
- Previous experience working with elected officials
- Previous experience working in security

Conditions: This is a salaried, at-will position.

Contact: Send cover letter, resume, and a completed and signed Assembly Employment Application by Email as a scanned PDF document to Karen Gutierrez, at Karen.Gutierrez@asm.ca.gov.