



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Sergeant-at-Arms Office

**Classification:** Special Services (Non-Sworn)

**Posted:** March 22, 2021

**Duties and Responsibilities:** Under the direction of the Special Services Manager and Supervisor, Special Services personnel provide transportation and assistance to Members, 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. Special Services personnel also serves on the front line in the Department's dispatch center, answering calls for service from the Legislative Community and dispatching appropriate resources including law enforcement and emergency personnel. Special Services personnel serve as a liaison between the public, staff, lobbyists, Members of the Legislature, and other law enforcement agencies.

This is a full time position. Must be available to work rotating shifts and extended hours. May be required to travel state-wide on short notice.

### **Requirements:**

- High School Diploma or GED
- Proof of eligibility to work in the U.S.
- Valid California Driver's License for a minimum of 5 years
- Favorable DMV driver history
- Have not been convicted of a felony

### **Highly desired:**

- A superior commitment to customer service
- Previous experience working with the public

**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](mailto:Karen.Gutierrez@asm.ca.gov).