
Washington State Senate Session Security Officer



Exempt Recruitment Announcement

JOB TITLE: Session Security Officer

SALARY: \$2,958 monthly

REPORTS TO: Director of Senate Security

LOCATION: Olympia, Washington

CLOSES: 12/15/2022 at 5:00PM. However, applications will be reviewed on a rolling basis. We strongly recommend applying as soon as possible.

BACKGROUND:

The Washington State Legislature is a bicameral body comprised of the Senate and the House of Representatives. The Legislature meets annually on the second Monday in January in the Capitol Building in Olympia. Regular legislative sessions take place January through April in odd-numbered years. Special legislative sessions occur as needed. The Washington State Senate anticipates vacancies for multiple temporary positions in Senate Security for the 2023 Legislative Session. Session Security personnel provide security and safety services for the Washington State Senate.

These temporary positions start on or about January 2, 2023 and will run through the scheduled end of the 2023 Legislative Session. These temporary positions 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 training if needed.

These temporary positions are at-will, non-partisan, and exempt during the legislative session. 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. Benefits such as healthcare, paid leave, and health insurance are not provided in temporary positions.

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.

This position can lead to a recurring annual position during legislative sessions and may include biannual wage increases.

POSITION RESPONSIBILITIES:

- Provide 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 Senate 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.
- Work cooperatively within a structured organizational system with assigned positions, position instructions, and reporting to co-workers, your supervisor and executive management staff.
- Comply with security policies, Senate Rules, and the Washington State Senate Personnel Policy & Procedure Manual.
- Assist state senators, legislative staff, and visitors as needed. May perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- High School Graduate or equivalent;
- No previous security related criminal convictions;
- 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;
- Ability to ascend and descend stairs in emergency situations such as if the power is out;
- Ability to obtain First Aid Certification;
- A valid driver's license is required for any driving duties;
- Previous security, military, or law enforcement experience preferred;
- 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;
- A dependable and strong work ethic, and the ability to maintain a professional and confidential manner at all times, excellent written and oral communication skills; Ability to seek and follow supervisory direction as required, positive attitude and the ability to be an exceptional team member, ability to multi-task and to handle complex and difficult situations;
- Strong organizational skills and excellent attention to detail, proficiency with using email;
- Ability to work as non-partisan staff in a partisan environment.

HOW TO APPLY:

Complete the application form accessed on the [Senate Employment](#) webpage or by clicking on this link; [Session Security Officer](#). All application materials should be submitted by December 15, 2022. Applicants are encouraged to submit materials as soon as possible as screening, interviewing, and selection will begin immediately. E-mail contact Senate.HRO@leg.wa.gov.

Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact the Senate Human Resource Office at (360) 786-7583 or Senate.HRO@leg.wa.gov.

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orientation, gender identity or expression, religion, age, disability, honorably discharged veteran or military status, or the use of a service animal by a person with a disability.

