

**Michigan Senate
Senate Business Office**

POSITION POSTING

ASSISTANT SERGEANT-AT-ARMS

Summary Position Description:

Under the direction of the Senate Business Office and supervised by the Chief Sergeant-at-Arms, employees in this position are part of the Michigan Senate Police Department. Assistant Sergeants-at-Arms are **MCOLES** certified police officers for the Michigan Senate and are responsible for ensuring the safety and security of all Senate members, staff and visitors of the Senate. These officers conduct investigations as needed, guard, protect, and patrol Senate areas, and maintain security, order, and decorum during sessions of the Senate.

Qualifications:

Mandatory Requirements: MCOLES Certification as a Police Officer or eligible for certification reinstatement required. **Other Requirements:** An Associate's degree or equivalent is required; Bachelor's degree preferred. Minimum of four years professional security or law enforcement work experience. Certification in CPR and First Aid preferred. Knowledge of security access control and visitor management systems along with report, procedure, and guideline writing skills. Knowledge of and proficiency of basic computer skills in Word, Excel, Microsoft Outlook required. Excellent writing skills preferred. Candidate must possess a valid driver's license. The absence of a criminal record or felony conviction, which would prohibit the employee from receiving, possessing, or legally carrying a firearm, is required. Employees must be able to participate in some physical training, such as defensive tactics and firearms qualification. Some job functions may be physically strenuous and require use of all sensory perceptions, and may require the ability to work long hours when necessary. Candidates with equivalent combinations of education and experience may be considered.

Status: Salaried full-time with benefits

Salary starting at: \$40,000 annually

This is a nonpartisan and non-Civil Service, at-will position.

Please send resume and cover letter by 5:00 p.m. Friday, July 20, 2018 to:

The Senate Business Office

Attn: Human Resources

P.O. Box 30036

Lansing, MI 48909-7536

or

fax to (517) 373-7455

or

email to: resume@senate.michigan.gov

The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 373-1675.