

**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 basic computer skills in Word, Excel, Microsoft Outlook required. 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. Thursday, January 19, 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: [resumes@senate.michigan.gov](mailto:resumes@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.