

**Michigan State Senate  
Office of the Secretary of the Senate  
Position Description**

**Position Title:** Assistant Sergeant-at-Arms  
**Unit:** Senate Security Unit  
**Classification:** 7  
**Pay Range:** \$25,955 - \$43,736  
**Benefit Package:** Yes

**SUMMARY**

Under the direction of the Secretary of the Senate and supervised by the Sergeant-at-Arms, employees in this class provide a security team for the Senate. Assistant Sergeants-at-Arms guard and patrol Senate areas, and maintain security, order, and decorum during sessions of the Senate.

**PRIMARY DUTIES AND RESPONSIBILITIES**

- ❖ Guards and patrols Senate areas of the Capitol Building, Farnum Building, and Olds Plaza, maintaining a professional and pro-active security presence.
- ❖ Demonstrates proficiency with a firearm and strictly adheres to all laws, rules, and policies applicable to the use of firearms. Safely and appropriately carries and conceals a handgun and related equipment while on duty.
- ❖ Enforces applicable rules and policies of the Senate while in session and at other times.
- ❖ In cooperation with building management and personnel, responds to medical, fire, crowd control, or other emergencies as needed or directed, providing first aid treatment as needed.
- ❖ Responds to requests or complaints from Senators or staff, conducts necessary investigation, and refers to others when appropriate.
- ❖ Conducts security inspections of the Senate Chamber and gallery in preparation for session, and secures the areas after session, including appropriate storage of computer equipment.
- ❖ Accurately maintains bill status books, bill distribution sheets, Chamber resource manual, and other related materials.
- ❖ Prepares meeting areas for use and inspects Senate areas for damaged or missing property, investigating and reporting problems as necessary.
- ❖ Attends Senate committee meetings, ensuring safety, order, and compliance with the instructions of the committee chair and Senate rules.
- ❖ Issues Press credentials to appropriate media personnel and maintains records of registered personnel.
- ❖ Identifies and monitors all visitors to the Chamber during session, admitting only authorized persons.
- ❖ Secures the Chamber in the event of a Call of the Senate.
- ❖ Maintains a log of security incidents, investigates as needed, and prepares written reports.
- ❖ Participates in ongoing security-oriented training and conducts appropriate research.
- ❖ Monitors Senate equipment and supplies leaving the buildings.
- ❖ Keeps manager informed and resolves matters with Senate offices, reporting activities and problems to manager.

## **SECONDARY DUTIES AND RESPONSIBILITIES**

- ❖ Escorts Senators and staff to nearby parking areas on request.
- ❖ Ensures adequate supply and equipment levels are maintained in the Senate Chamber.
- ❖ Greets visitors, including the general public, and provides information and directions, with skill and in a friendly manner.
- ❖ Performs other duties/projects as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- ❖ Associates degree or equivalent required; Bachelors degree preferred.
- ❖ Minimum of two years professional security or law enforcement work experience.
- ❖ Candidates with equivalent combinations of education and experience may be considered.

## **PHYSICAL DEMANDS**

- ❖ While performing the duties of this job, the employee is frequently required to walk, stand, sit, and remain attentive for extended periods of time.
- ❖ 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.

## **OTHER REQUIREMENTS**

- ❖ Extensive knowledge of security functions and procedures.
- ❖ MCOLES certification as a Police Officer or eligible for certification reinstatement required.
- ❖ Certification in CPR and First Aid preferred; ability to obtain certification required.
- ❖ Some computer experience preferred.
- ❖ Ability to comprehend and apply applicable Senate rules, policies, regulations, and guidelines.
- ❖ Ability to work long hours, when necessary, in a fast-paced environment.
- ❖ Ability to balance authority with diplomacy and maintain a positive working relationship with others including elected officials, staff members, and the general public.
- ❖ Ability to use, or to be trained to use, equipment related to the duties of the position, including two-way radios, telephones, basic computer programs, fax machines, specialized electronic security systems, and firearms.
- ❖ Must possess a valid driver's license.
- ❖ Absence of a criminal record or felony conviction which would prohibit the employee from receiving, possessing, or legally carrying a firearm.

**The Office of the Secretary of the Senate is an equal opportunity employer and complies with the Americans with Disabilities Act.**

**The Office of the Secretary of the Senate is nonpartisan.**

**Employment with the Michigan Senate, in any capacity, is employment-at-will and can be terminated by the employee or employing official at any time, with or without notice by either party, for any or no reason.**