

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Assistant Sergeant-At-Arms
GRADE: 5
REPORTS TO: Chief Sergeant-At-Arms

POSITION SUMMARY: This is an at-will, non-partisan position. The Assistant Sergeant-At-Arms serves as an agent of the Chief Sergeant-At-Arms. The Chief Sergeant-At-Arms and the Deputy Chief Sergeant-At-Arms supervise and direct the work of the Assistant Sergeant-At-Arms.

The Assistant Sergeant-At-Arms has jurisdiction over the Anderson House Office Building, House areas of the State Capitol, and associated parking areas. The Assistant Sergeant-At-Arms has arrest powers and the authority to serve subpoenas and warrants issued by the House, any duly authorized officer, or committee.

The Assistant Sergeant-At-Arms assists the Chief Sergeant-At-Arms and Deputy Chief Sergeant-At-Arms with the supervision of the House Pages and Session Interns.

The Assistant Sergeant-At-Arms provides a variety of security and service related functions to safeguard Representatives, staff, citizens, and property within the House of Representatives facilities. The Assistant Sergeant-At-Arms also provides security, order, and decorum during committee meetings and sessions of the House of Representatives. This individual is responsible for other duties as assigned.

The Assistant Sergeant-At-Arms must possess excellent communication skills and perform the duties in a non-partisan manner.

JOB QUALIFICATIONS:

A minimum of five years of experience as a police officer. The Assistant Sergeant-At-Arms must be a certified law enforcement officer under the rules of the Michigan Commission On Law Enforcement Standards. A post-secondary degree in Criminal Law Enforcement/Criminal Justice and certification in CPR and First Aid is preferred.