

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Chief Sergeant-At-Arms

GRADE: 11

REPORTS TO: Clerk of the House

POSITION SUMMARY: This is an at-will, non-partisan position. The Chief Sergeant-At-Arms is appointed by the Speaker of the House. The Clerk of the House supervises and directs the work of the Chief Sergeant-At-Arms.

The Chief Sergeant-At-Arms is the head law enforcement officer for the House of Representatives, with jurisdiction over the Anderson House Office Building, House areas of the State Capitol, and associated parking areas. The Chief 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 Chief Sergeant-At-Arms is responsible for the recruitment, training, scheduling, and supervision of the Deputy Sergeant-At-Arms, Assistant Sergeant-At-Arms, House Pages and Session Interns. The Chief Sergeant-At-Arms is responsible for purchasing and maintaining all police equipment for the House of Representatives.

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

The Chief Sergeant-At-Arms must possess excellent communication skills, be proficient with Microsoft Office products, and perform the duties in a non-partisan manner.

JOB QUALIFICATIONS:

A minimum of ten years of experience as a police officer with at least two years of experience in a management/supervisory position. The Chief 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.