



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Sergeant-at-Arms

Classification: Assistant Sergeant-at-Arms II (Peace Officer)

Final Filing Date: Continuous

Salary Range: Assistant Sergeant-at-Arms II \$ 5,665.00 - \$ 10,544.00
(Generous Benefit Package including; Medical/Dental/Public Safety Retirement)

Position: Sworn/Armed, Non-Uniformed Peace Officer

Position Location: Assembly Sergeant-at-Arms Office
California State Capitol, Sacramento

Duties and Responsibilities:

Provides dignitary protection for Assemblymembers and physical protection and response to the California State Capitol; Assembly Chamber, Legislative offices, committee hearings and special events throughout the state. Ensures decorum, rules, protocol, customs, and practices of the Assembly are maintained at all times. Functions as a liaison between the public, staff, lobbyists and the Members of the Legislature.

- Respond to calls for protection of life and property and enforce laws and rules.
- Perform daily-posted positions and security sweeps throughout Capitol complex.
- Demonstrate sound judgment under adverse, stressful conditions.
- Initiate and complete detailed reports and threat assessments.
- Monitor websites and social media for intelligence.
- Participate in continued training to enhance law enforcement skills.
- Work in partnership with the other law enforcement agencies.
- Occasionally work extended hours or weekends when legislative functions dictate.
- May be required to travel statewide, domestically, or internationally as necessary.
- Proficient in the use of firearms and other modern police equipment.
- Assist in other duties as assigned.
- This is a non-uniformed position requiring Sergeant's to wear professional business attire.

Minimum Qualifications:

- Must be 21 years of age.
- High School Diploma or GED.
- Proof of United States Citizenship.
- Valid California Driver's License.
- Favorable DMV driver history.
- Satisfactory completion of oral interview.
- Successful completion of a physical and psychological examination.
- Successful completion of a background investigation.
- Successful completion of a POST certified academy.
- POST Basic Certificate (PC832 does not meet this requirement)

Desirable Qualifications:

- A superior commitment to customer service.
- Previous experience working in dignitary protection or law enforcement.
- Work independently in the absence of a supervisor.
- Communicate clearly and concisely, both orally and in writing.
- Detail-oriented and precise work.
- Positive interpersonal relationships and communications skills.

Conditions: This is a salaried, at-will position.

How to Apply

To be considered for this unique opportunity, candidates must submit:

- A detailed resume/CV covering (at a minimum) education and career experience;
- A compelling cover letter detailing, at a minimum, (a) interest in the position, (b) attainment of minimum qualifications, and (c) attainment of any desirable qualifications.

These must be submitted electronically - via e-mail to Karen Gutierrez via email at:

Karen.Gutierrez@asm.ca.gov

Successful submissions will receive an acknowledgement reply via e-mail.