



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Sergeant-At-Arms

Classification: Special Services Department (Non-Sworn)

Posted: 03/20/2017

Final Filing Date: Thursday, March 30, 2017

Starting Salary: \$ 3,161.00

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

Duties and Responsibilities:

Under the direction of the Special Services Supervisor, Deputy Chief Sergeant, and Chief Sergeant, Special Services provides transportation and assistance to Members; provides set-up of hearing room(s), in addition to staffing Legislative Committee hearings and Session. Incumbents function as a liaison between the public, staff, lobbyists and the Members of the Legislature.

Requirements:

- High School Diploma or GED.
- Proof of eligibility to work in the U.S.
- Valid California Driver's License for a minimum of 5 years / Favorable DMV driver history.
- Have not been convicted of a felony.
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Conditions of employment:

- Must be available to work rotating shifts and extended hours as necessary when legislative functions dictate.
- May be required to travel statewide as necessary on short notice.
- Position is full-time.

Examination Information:

- Dates will be announced at a later time.
- Exam will consist of written essay and panel oral interview.
- Successful candidates will be subject to a background investigation and records check.

To Apply:

Assembly Employment Applications may be obtained from:
**Assembly Rules Committee Office State Capitol, Room 3016
Sacramento, CA 95814**

Applications may be submitted to:
**Assembly Sergeant-at-Arms
State Capitol, Room 3171
Sacramento, CA 95814**