OKLAHOMA SENATE

VACANCY ANNOUNCEMENT
Sergeant-At-Arms

The Oklahoma State Senate is receiving applications and resumes for the temporary position of Sergeant-At-Arms.

Duties:

- Assists the Chief Sergeant-at-Arms in preserving order and decorum and enforcing the Rules of the Senate.
- Alerts the Chief Sergeant-at-Arms of any breach of order or security concerns.
- Enforces Senate Rules regarding floor privileges. Prevents unauthorized persons from entering the Senate Chamber, committee rooms, or other meetings as directed by the Chief Sergeant-at-Arms.
- Knowledge of the evacuation and safety procedures of the Senate and the state Capitol building.
- Provides basic security for the areas of the Capitol under the control of the Senate.
- Provides assistance and information to visitors to the Senate.
- As directed by the Chief Sergeant-at-Arms, attends and participates in official events, funerals, etc.

Knowledge and Skills:

- Knowledge of security and safety practices, policies and procedures.
- Ability to maintain control under adverse conditions and to take corrective steps in emergency situations.
- Skill in communicating effectively with others and in dealing with individuals diplomatically and courteously.
- Ability to establish and preserve effective working relationships with others.
- Ability to acquire basic understanding of the Senate Rules pertaining to order and decorum.
- Physical strength and endurance for remaining in in a stationary position, often standing or sitting for prolonged periods.
- Ability to ascend or descend stairs and ramps.
- Law enforcement or security experience preferred, but not required.

Pay for Temporary Service:

- Schedule requires availability Monday through Thursday prior to and throughout the legislative session (mid January through the last Friday in May). Pay is $21.00/hour, with a minimum of 4 hours a day, 4 days a week guaranteed.

Please apply via Workday at: State of Oklahoma Careers (myworkdayjobs.com)

or

Submit to: hr@oksenate.gov or mail or hand deliver to: Oklahoma Senate, 2300 North Lincoln Blvd., Room 309.1C, Oklahoma City, OK 73105-4808; Attn: Human Resources

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Open until filled