



COLORADO HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION – SERGEANT-AT-ARMS

(Nonpartisan position)

Job Description:

This nonpartisan position is for temporary full-time employment from January 2025 through mid-May 2025.

Under the supervision of the Chief Sergeant-at-Arms, Sergeants-at-arms (Sergeants) are responsible for maintaining order in the House chamber and committee rooms and providing a link between the public and the legislators. Sergeants are responsible for ensuring House rules are followed with respect to the House floor, House gallery, and House committee rooms. During House sessions they are available to help legislators in the Chamber. Sergeants are in attendance at all committee hearings. Sergeants will also receive CPR training and must be prepared to use that training. Sergeants are responsible for securing the gallery, and perform parking lot and committee room and chamber checks which involves roving between those areas. Sergeants carry newspapers, deliver messages and occasionally move furniture for legislators. Sergeants are available to perform courtesy requests from staff and representatives, and also to assume any other duties assigned by the Chief Clerk.

Sergeants work early, mid-day, and late shifts, and must be able to work all types of shifts throughout session. Late shifts must stay each day until all tasks are complete; this may require working beyond normal business hours with little advanced notice. Based on performance, Sergeants may be asked to return for future legislative sessions

Job Requirements:

Sergeants must be able to work in a nonpartisan manner, and must maintain impartiality and integrity necessary to function effectively with members of both sides of the aisle as well as the caucus staff, nonpartisan staff of other legislative agencies, and members of the public.

Sergeants must be physically able to handle and lift heavy materials. Sergeants must be able to work late and irregular hours and willing to escort members and staff to their automobiles. They need to be able to stand for long periods and negotiate stairs in the chamber and gallery.

Candidates must be prepared to work whatever schedule is required for completing the work of the House each day, including evenings, holidays, and occasional weekends. This often requires working in excess of 40 hours per week during the legislative session.

Compensation:

The salary for the position is \$200 per day. The House provides a competitive benefits package, including eligibility for health and dental insurance and your choice of Defined Benefit or Defined Contribution PERA retirement plan. Temporary employees receive five days of sick leave, in accordance with House policies. Colorado is an equal opportunity employer. For more information, please visit Equal Opportunity Department of Labor & Employment (colorado.gov).

To Apply:

To apply, please email a resume, cover letter, and contact information for three professional references to olwr@coleg.gov, subject line "Application - House Sergeant". Applications will be accepted and considered on a rolling basis until close of business on November 22, 2024.