

# Oregon State Legislature

## Sergeant at Arms

### Job Description

|                             |                  |                       |             |
|-----------------------------|------------------|-----------------------|-------------|
| <b>Classification Title</b> | Sergeant at Arms |                       |             |
| <b>Job Code:</b>            |                  | <b>Job Family:</b>    | Legislative |
| <b>Pay Grade</b>            | 03               | <b>Date Reviewed:</b> | 10/2024     |
| <b>FLSA Status</b>          | Non-Exempt       | <b>Date Revised:</b>  | 10/2024     |

## GENERAL SUMMARY

The Sergeant at Arms is an *officer* of the Senate as outlined in Senate Rule (SR) 15.02. The Sergeant serves as its chief protocol officer. The position is responsible for enforcing complex protocols and rules that restrict access to the Senate Chamber and adjacent areas. The Sergeant, in coordination with Capitol security and Oregon State Police maintain order in the chamber and other areas assigned to the Senate, including but not limited to Senate Committees. Primary mission is the safety and security of the Senate; executing the protocols of the body to ensure the smooth operation of the Chamber during official deliberations of the lawmaking process.

## REPORTING RELATIONSHIP

Reports to the Secretary of the Senate, and the President of the Senate in accordance with (SR) 15.02 (1).

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Coordinates the security needs of the Senate with the Oregon State Police and the Capitol Security Supervisor.
2. Maintains constant awareness of security needs and breaches of decorum and protocol during session. Enforces floor (Senate Chamber) privileges and access [SR 17.01] when the Senate is in session.
3. When SR 3.55 (call of the Senate) is invoked, the Sergeant shall *cause* all members of the Senate not excused to come to the Chamber. Officially reports to the President the whereabouts of all senators.
4. Leads floor staff in the Chamber during session. Instructs floor staff on chamber protocols and decorum. Steps in on behalf of floor staff during moments of conflict.
5. Serves as liaison to the Oregon Legislative Correspondents Association (press) during session; advises its members of proper protocol, including access to members of the Senate during session.

6. Receives and reviews floor (Chamber) materials from senators; ensures all documents comply with rules and customs of the Senate. Publishes approved materials on OLIS. Distributes official documents to members during session.
7. Provides support and service to leadership, Chamber personnel, members, and members' staff. Prepares the chamber for session by ensuring the space is secured, prepared, and organized. Restricts access to all Chamber entry points including gallery and adjacent areas.
8. Oversees the physical delivery of measures, messages, and official papers between the Senate and other branch departments, as well as the Governor's Office.
9. Is responsible for copying and filing of original documents. Ensures originals are kept for archiving and reproduction.

## **KNOWLEDGE, SKILLS & ABILITIES.**

- **Knowledge of:**
  - Emergency and security protocols
  - Chamber rules, customs, and practices
  - Members, staff, state officials, media, and lobbyist
  - Protocol for guests and dignitaries
  - Building layout
  - Software, printing, and publication tools
- **Skill in:**
  - Conflict de-escalation
  - Verbal and written communication
- **Ability to:**
  - Think strategically, anticipate unintended circumstances and react accordingly
  - Understand and effectively use decorum, protocol, and diplomacy
  - Communicate in calm and firm manner
  - Maintain an impartial, nonpartisan perspective in a politically charged environment

## **MINIMUM JOB REQUIREMENTS**

Associates Degree in a field relevant to the assigned work.

*\*An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.*

**PREFERRED QUALIFICATIONS:**

Bachelor's degree and three (3) years of related experience.

Law enforcement, military or security experience preferred.

**OTHER REQUIREMENTS**

None.

**WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

Serves at the pleasure of the Senate. Work may occasionally extend into evenings, weekends, and holidays with short or no notice.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium Work – Depending on assignment, positions in this class typically exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Positions in this class must have ability to stand for long periods of time.