Alaska State Legislature

House of Representatives: Sergeant at Arms

Alaska State Capitol Juneau, AK 99801 (907) 465-3869

The Alaska House of Representatives is looking for interested individuals to serve as House floor staff for the first session of the 34th Alaska State Legislature. These are full-time, seasonal positions that run from January until early to mid-May, with an option to stay on for any special sessions. This is your chance to be a part of Alaska's history and witness the legislative process up close from a unique perspective. Floor staff are on call each day of the legislative session to provide non-partisan services and support to legislative members and the public. These positions are essential to the day-to-day functions of the House and work closely with all staff sections to support the important work of the legislative branch and preserve the legislative institution. If you enjoy working in a fast-paced, multi-functional position and have great customer service skills, this could be a perfect position for you!

Job Duties Include:

- Preparing the Chamber and committee rooms for legislative sessions and hearings.
- Supervising access to the Chamber and galleries.
- Document distribution, whether in the form of Legislators' notes, letters, packages, or Agency communications.
- Maintenance of Chamber materials including bill files, journals, amendments, and other documents.
- Guiding building tours.
- Driving the legislative vehicles as requested.

Skills and Abilities:

- Knowledge of customer and personal service skills.
- Perform delivery duties, including operating a motor vehicle.
- Perform physical duties, including standing for long periods of time.
- Ability to adjust work schedule on short notice.
- Act professionally, objectively, and impartially in dealing with fellow employees, legislators, and the public.
- Maintain confidentially and handle politically sensitive work.
- Write, and speak clearly and concisely.
- Understand and follow oral and written instructions and prioritize assignments.

This is a fully exempt job class under AS 39.25.110(3). This is a non-partisan position and is required to be politically neutral, and subject to restrictions on partisan political activity during the legislative session.

Starting salary is a range 13, a range 13A is $1,996.00 biweekly ($24.95 per hour). All full-time employees receive medical, retirement, and leave benefits. Salaried employees do not receive compensatory time or overtime and are on call seven days per week. Employees may be eligible for relocation expenses and a housing stipend but are responsible for securing their own accommodations in Juneau. Applicants must be at least 18 years old and hold an Alaska driver's license with a clean driving record.

Interested individuals should send a resume and Alaska Department of Motor Vehicles driving record to the House Sergeant at Arms. E-mail resume and driving record to:

Micaela Bradner
House Sergeant at Arms
Micaela.Bradner@akleg.gov

The procedure for requesting a driving record can be found here:
https://online.dmv.alaska.gov/onlinedrivingrecords

For information regarding the standard State of Alaska benefit package, please contact the Legislative Affairs Agency Personnel office at (907) 465-3854. The Alaska State Legislature does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability. Persons with disabilities who require special accommodations should contact the Legislative Affairs Personnel office.