Job Title: **Doorkeeper** Description Date: 10/28/2026
Supervisor: **Chief Clerk, Iowa House of Representatives**

Job Summary: Legislative Session only January to May 2027.
Attends sessions of the House of Representatives and assists Sergeant-at-Arms with maintaining order in the Chamber. Works under the general supervision of the Sergeant-at-Arms.

Starting pay: $12.81 an hour, paid for 40 hours a week.

ESSENTIAL FUNCTIONS of the job (listed in order of importance):

1. Provide security at the House Chamber doors.
2. Assist in distributing messages to Representatives.
3. Prepare coffee for the House and monitor supply.
4. Assist with packing up materials on the floor following each daily session.
5. Perform related work as required.

QUALIFICATION:

1. Ability to establish and maintain effective working relationship with House Representatives, Legislative employees and members of the public.
2. Ability to work on feet for hours at a time.
3. Ability to work long hours during session.

EDUCATIONAL REQUIREMENTS:

High School Graduate or equivalent.

Job Description Approved/Supervisor: _____

Signature/Title: _____Date:_____

*****WE RESERVE THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE HOUSE DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.***Last updated 10/24/23**