

## IOWA SENATE SERGEANT-AT-ARMS

Job Title: **Sergeant-at-Arms - (Non-Partisan)**  
Supervisor: **Secretary of the Senate**

Description Date: 10/9/2023

Job Summary: Assist in the enforcement of order in the Senate Chamber under the direction of the President of the Senate and the Secretary of the Senate. See that no unauthorized persons enter the Chamber, disturb Senators or staff, or disrupt orderly conduct. Assist in supervising and setting the daily schedule for Senate Pages.

Position is for the 2024 legislative session (January 8, 2024, through April 16, 2024). Position is guaranteed 40 hours a week during session at \$15.25 to \$21.69 per hour depending on experience.

Job posting closes on December 8, 2023. Applications shall be submitted electronically through the General Assembly's website at: <https://www.legis.iowa.gov/careers>

### **SKILLS REQUIRED:**

1. Demonstrate organizational, communication, and interpersonal skills.
2. Demonstrate appropriate professional conduct, judgment, and personable demeanor.
3. Flexible to work hours as required during the legislative session.

**WE RESERVE THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE SENATE 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 AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS. THE IOWA SENATE IS AN EQUAL OPPORTUNITY EMPLOYER AND EMPLOYS WITHOUT REGARD TO RACE, COLOR, RELIGIONS, GENDER, SEX (INCLUDING PREGNANCY, GENDER IDENTITY, AND SEXUAL ORIENTATION), PARENTAL STATUS, MILITARY SERVICE, AGE, NATIONAL ORIGIN, MARITAL STATUS, ECONOMIC STATUS, OR DISABILITY.**