

<b>Job Title</b>	Sessional Officer	<b>Classification</b>	Grid Level 9
<b>Department</b>	Sergeant-at-Arms	<b>Position #</b>	SA5013, SA5014, SA5015, SA5016
<b>Reports to</b>	Chamber Supervisor, Corridor Supervisor, Gallery Supervisor, or Security Scanning Supervisor	<b>Date Updated</b>	September 2023

## PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

### DEPARTMENT SUMMARY

The Sergeant-at-Arms department ensures that the Legislative Assembly and its Members are able to conduct their business without interference or interruption. It is also responsible for the ceremonial aspects of the House, for security functions, and providing ongoing administrative services and Chamber support when the House is in Session. The Sergeant-at-Arms department continually works to ensure that the department reflects the diversity of the local community and through these efforts, it strengthens the services and support of the Legislative Assembly, its Members, its staff and the public.

### JOB SUMMARY

Sessional Officers facilitate and control access of MLAs and others who have legitimate access to the Chamber, galleries, corridors, and/or committee rooms, and provide security-related duties during House sittings, committee meetings and support the security screening process for all members of the public who enter the Parliament Building. They prepare the Chamber, galleries, corridors and associated rooms and facilities for use and secure them afterwards. The position must be cognizant of the high profile of the Legislature and ensure all undertaken issues are handled with tact and discretion and follow protocol.

### KEY RESPONSIBILITIES

- Carries out physical security checks, patrols rooms and galleries, and takes up post outside the Chamber or other rooms as required.
- Prepares and controls access to the Chamber, committee rooms, and other rooms as assigned.
- Locks doors, denies entry to or exit from the House during House Assembly and Divisions and performs other assigned security and ceremonial duties.
- Operates metal detectors to examine visitors and their personal effects for banned items (e.g. potential weapons, parcels, briefcases and cameras), and provides safe storage of personal effects.
- Scans visitor passes and group reservations, directs visitors to appropriate destination or seating and

provides information and assistance to visitors as required.

- Continually monitors the conduct of visitors, and calms, persuades, warns and, when necessary, removes persons who will not conform to the *Speaker's Rules of the Public Galleries*.
- Controls the actions of the Press in the corridors and ensures protocol guidelines are followed.
- Ensures timely pick-up and distribution of Legislative office mail and House documents, picks up and logs material to be couriered from Legislative Precinct offices and arranges for courier pick-up.
- Tests and conducts minor maintenance of security-related equipment and reports malfunctions and damage of facility equipment to supervisor.
- Informs supervisor of supplies that require restocking.
- Tidies, dusts, vacuums and polishes equipment and rooms and conducts other cleaning tasks as required.
- Washes water glasses and jugs and replenishes ice water and water dispensing machines.
- Places the Votes, Orders and Bill binders on Members' desks in the Chamber for insertion of new issues, and inserts/removes sessional papers as required.
- Collects and returns robes and other ceremonial attire.
- Delivers supplies, documents and newspapers to offices throughout the Legislative Precinct.
- Performs other duties as assigned within scope of work.

## ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC

Sergeant-at-Arms

Deputy Sergeant-at-Arms

Chamber/Corridor/Galley/Security Scanning Supervisor(s)

**Sessional Officer**

## SELECTION CRITERIA

### EDUCATION, TRAINING & EXPERIENCE

- Completion of grade 12 plus a minimum of one year of experience in an administrative or customer service environment, or an equivalent combination of education and experience.
- Experience in communicating effectively and interacting in a tactful, professional, and courteous manner with various office staff and the public.

### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of methods, techniques and procedures required to operate security equipment.
- Knowledge of the history, customs, and traditions of the Legislative Assembly of BC and the Parliament Buildings.
- Attention to detail and accuracy.
- Strong interpersonal, customer service and organizational skills.
- Ability to communicate effectively and interact in a tactful, professional, and courteous manner with MLAs, officers and staff of the Legislature, and the public.
- Ability to work both as a team member and independently.
- Ability to handle interruptions to work and changes in schedules and priorities.
- Ability to follow protocol guidelines.
- Ability to stand for long periods of time.
- Ability to lift items up to 40 lbs.

- Ability to operate security equipment such as portal and hand-held metal detectors and parcel X-ray machines.
- Ability to speak an additional language preferred.