

<b>NEW YORK CITY COUNCIL JOB POSTING</b>			
<b>Position</b>	<b>Assistant Sergeant-At-Arms</b>	<b>Work Hours</b>	<b>Variable, some weekends and holidays</b>
<b>Division</b>	<b>Sergeant-At-Arms</b>	<b>Open Date</b>	<b>November 29, 2016</b>
<b>Number of Positions</b>	<b>1</b>	<b>Close Date</b>	<b>Until Filled</b>

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### **DUTIES AND RESPONSIBILITIES**

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Duties of the position include providing coverage within various areas of both City Hall and offices at 250 Broadway, assisting in maintaining order and decorum during Council Committee meetings/hearings, ensures the proper seating of witnesses and the public at meetings and hearings, handling of exhibits during said meetings/hearings, distributing calendars, minutes, bills and resolutions to Council Members during meetings/hearings, covering all off-site hearings, participating in special events and parades, providing security and screening visitors.

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### **REQUIREMENTS**

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Valid NYS driver's license; graduation from a senior high school or evidence of having passed an examination for high school equivalency diploma and two (2) years of satisfactory full-time experience; knowledge of security procedures and practices; skill in conducting searches and using security equipment; skill in administering first aid and using emergency equipment; excellent communication skills; display initiative, determination, and assertiveness. Availability to participate in after hours and/or off-site events and weekends/holidays a plus.

New York City Residency Required within 90 Days of Appointment

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### **HOW TO APPLY**

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Qualified candidates should send a cover letter and resume to:

**MAIL:** New York City Council  
 Administrative Services  
 Attn: Recruitment Unit /ASGT  
 250 Broadway, 16th Floor  
 New York, NY 10007

**FAX:** (212) 791-5266

**E-MAIL:** [recruiter250b@yahoo.com](mailto:recruiter250b@yahoo.com)

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

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**THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER**

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