



**UTAH HOUSE OF REPRESENTATIVES  
invites applications for the position of:  
House Security**

**PHYSICAL ADDRESS:** Utah House of Representatives  
**350 N State St.**  
Salt Lake City, UT 84114

**OPENING DATE:** Thursday November 13<sup>th</sup> 2025

**CLOSING DATE:** Open until filled. Applications will be considered on a rolling basis.

**JOB DESCRIPTION:**

House Security is a service-oriented team that uses interpersonal skills and teamwork to provide a safe and secure environment to legislators, staff, and members of the public who are participating in or observing the legislative process. House Security provides security services to the House, including its members and staff, and controls access to secure areas of the House and ensure House protocols and Rules are enforced.

**EXAMPLE OF DUTIES:**

- Maintain and provide security in House Areas. House Security Staff rotate assignments between the Capitol public foyers, House Gallery, House Chamber, House Minority Office (4th floor Capitol), and House Building.
- Enforce and comply with House rules, as requested by the Chief Clerk or House Sergeant-at-Arms, and comply with all requirements of the law.
- Monitor the public who are present at the Capitol Complex - watching for potential threats or misconduct.
- Report any suspicious behavior immediately.
- Willingness to assist with tasks such as delivering newspapers, emptying small trash cans from the 74 member desks in the House Chamber, changing CO2 containers in soda machines, replacing 5-gallon water bottles onto water dispensers, etc.
- Attend morning or afternoon committee meetings to ensure safety of members, staff, and attendees, while protecting against disruption.
- Dress in a professional manner, including wearing a suit jacket provided by the House on a daily basis while on the job.
- House Security Staff are prohibited from:
  - engaging in activities that will distract the individual from his/her duties, including reading books or personal documents;
  - engaging in unnecessary or excessive telephone calls or texting;
  - engaging in unlawful use of force;

- displaying a lack of decorum;
- being under the influence of alcohol or a mind-altering substance while on duty;
- representing that the House Security Staff are law enforcement officers.
- Other duties as assigned by the Sergeant-at-Arms or Chief Clerk.

**MINIMUM QUALIFICATIONS:**

- Ability to stand or sit for periods of time while remaining alert and attentive.
- Ability to walk between buildings on the Capitol Complex and navigate multiple flights of stairs.
- Willingness to remain polite and helpful to the public, legislators, and staff, especially during a sometimes stressful environment.
- Remain neutral and nonpartisan on all issues. Never, under any circumstances, provide your opinion on an issue under discussion in the legislative session.

**PREFERRED QUALIFICATIONS:**

- Prior law enforcement experience.

**SUPPLEMENTAL INFORMATION:**

**SALARY RANGE:** The pay for this position will be \$20.71/hour.

The work hours for this position will typically be 40 hours per week during the general legislative session (mid-January through early March 2026). Extended work hours may occasionally be required. This position is not eligible for benefits.

**APPLICATION INSTRUCTIONS:** Submit a resume to [hr@le.utah.gov](mailto:hr@le.utah.gov). Please include 3 references and information about who referred you to the position (if any).

**EEO STATEMENT:**

The State of Utah is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.

**SUPPLEMENTAL INFORMATION:**

Employees in this position serve at the pleasure of the appointing officer in an at-will status and may be terminated at any time without cause. This is not a career service position.

Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodation to complete the application process, please contact Jen Fife ([jfife@le.utah.gov](mailto:jfife@le.utah.gov)).

Veteran's Preference (Utah Code Ann. 71A-2-102): An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.