



# House Sergeant-at-Arms

Utah House of Representatives | July 2026

STATE OF UTAH  
invites applications for the position of:

## House Sergeant-at-Arms

**Employer:** Utah State Legislature –  
House of Representatives

**Job Location:** Utah State Capitol

**Job Type:** In-Session Employee

**Start Date:** October 1, 2026 (flexible)

**Compensation:** \$23.00-26.00 per  
hour / no benefits

**Closing Date:** Until Filled

### Job Description:

The Utah House of Representatives is seeking a professional, service-oriented Sergeant at Arms to lead the House Sergeant at Arms team during the annual General Session and other legislative meetings as needed. This position plays a critical role in maintaining a safe, secure, and welcoming environment for legislators, staff, and members of the public while preserving the dignity and decorum of the legislative process.

The Sergeant at Arms supervises a team of approximately 16 seasonal staff members responsible for monitoring House spaces, assisting visitors, supporting legislative proceedings, and serving as the primary point of contact for public interactions within House-controlled areas. Under the direction of the Chief Clerk, the Sergeant at Arms works in close coordination with the Utah Highway Patrol, House leadership, and House staff to ensure security concerns are addressed appropriately while providing exceptional public service.

This is not a career service position. This is a non-partisan position and will not perform any campaign work or raise funds for any House election. This is a seasonal, part-time position requiring extended workdays throughout the annual General Legislative Session (January-March), the interim, or as needed.

### Example of Duties:

- Supervise, schedule, train, and evaluate a team of approximately 16 Sergeant at Arms staff members.
- Maintain security, order, and appropriate decorum throughout House-controlled areas of the Utah State Capitol.
- Serve as the primary front-line representative of the House when interacting with legislators, staff, lobbyists, visitors, school groups, and members of the public.
- Provide courteous information and assistance to visitors while ensuring compliance with House rules and policies.
- Monitor public galleries, committee rooms, hallways, and other House spaces to ensure proceedings may continue safely and without disruption.
- De-escalate conflicts and address challenging situations with professionalism, diplomacy, and sound judgment.



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- Coordinate closely with the Utah Highway Patrol regarding security planning, emergency response, and incidents requiring law enforcement involvement.
- Support House leadership and staff during legislative proceedings and coordinate closely with Senate staff regarding security and guest operations.
- Ensure Sergeant at Arms staff present a professional appearance and provide consistent, high-quality customer service.
- Prepare work schedules, assign responsibilities, and ensure adequate staffing throughout legislative activities.
- Respond appropriately to emergencies and unusual situations while following established procedures.
- Perform other duties as assigned in support of House operations.

## **Minimum Qualifications:**

- High school diploma or equivalent.
- Previous supervisory or leadership experience.
- Experience working in customer service, security, public safety, hospitality, government, event management, or a related field.
- Demonstrated ability to lead teams and effectively manage personnel.
- Excellent written and verbal communication skills.
- Ability to exercise independent judgment and maintain confidentiality when appropriate.
- Ability to stand and walk for extended periods and respond quickly throughout the Capitol complex.

## **Ideal Candidate:**

The ideal candidate is a calm, confident leader who excels at balancing customer service with security responsibilities. They possess exceptional interpersonal skills and remain composed under pressure while exercising sound judgment in rapidly changing situations.

- Outstanding leadership and team management abilities.
- Excellent verbal communication and conflict resolution skills.
- Professionalism, discretion, and diplomacy when working with elected officials and the public.
- The ability to remain calm and make sound decisions during stressful situations.
- Strong organizational skills with the ability to prioritize multiple responsibilities.
- A commitment to outstanding public service.
- The ability to establish positive working relationships with House leadership, legislators, House staff, the Utah Highway Patrol, and the public.
- Flexibility to work long hours during the legislative session in a fast-paced environment.
- High standards of integrity, accountability, and professionalism.



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## **Preferred Qualifications:**

- Experience supervising security, customer service, or event operations.
- Experience working in government, legislative, or public-sector environments.
- Training or experience in conflict de-escalation, emergency response, or incident management.
- Familiarity with the operations of the Utah State Capitol or legislative process.

**Application Instructions:** Submit a cover letter, resume, and two references by email to [houseadmins@le.utah.gov](mailto:houseadmins@le.utah.gov) with the subject line “House Sergeant at Arms, [your name].” Incomplete applications will not be considered.

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## **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.*

*The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact us at [houseadmins@le.utah.gov](mailto:houseadmins@le.utah.gov).*