

# **Arizona House of Representatives**

## **Sergeant at Arms Division**

**1700 W Washington**

**Phoenix, AZ 85007**

### **Position Announcement: *2017 Session Page***

#### **Job Description**

Applications for Page positions are available from the Arizona Legislature Website throughout the year. Interviews are scheduled annually November through December to fill positions for the Regular Session, which begins the second Monday of January each year. Employment may start a few weeks prior to the beginning of the Session and last until Session has adjourned, typically around late May. Approximately twenty positions are available for each Regular Session.

There are full-time and part time Page positions available during the course of the Regular Session, approximately January through the end of May. The work week is Monday through Thursday with the following shifts available: 7-3, 9-5, or 7-5. However, Committee hearings and Floor Sessions may go into the evening hours and must be adequately staffed; therefore employees are needed to be flexible. We are willing to attempt to work with school schedules and be as flexible as possible. Pages are required to work at least two full days per week, or a total of 16 hours. Employees are hired on a temporary basis with the possible opportunity to be retained during the interim period pending the needs of the agency.

#### **Job Duties**

- Pages provide assistance on the chamber floor when the House is in session. This includes distribution of materials to the Representatives, delivering messages from Representatives to secretaries and staff and vice versa, and any other general assistance that is required
- Pages distribute copies of bills, Committee of the Whole calendars, and Third Reading calendars, along with any other legislatively relevant material
- Two Pages are assigned to each Standing Committee to provide assistance to the Committee Members and staff. The Pages are responsible for setting up the committee hearing room, providing general assistance during the committee meeting, and distributing agendas
- Pages deliver messages and other material throughout the Capitol complex and provide general assistance as required to all House Staff
- Other duties may be adopted under the discretion of the Page Supervisor, Deputy Sergeant At Arms, or the Sergeant-at-Arms

## **Qualifications**

- Must be at least 18 years of age
- High School Graduate or equivalent
- Excellent communication skills
- Flexibility and adaptability to changing priorities
- Ability to work long and unpredictable hours during the legislative session
- Pleasant disposition and an ability to get along with others

**Salary** \$9.00/hour

## **Selection Process**

Some positions may take 4 to 6 weeks to fill. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for a special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round interviews.

**Open until all positions are filled**

**Interested individuals should email a letter of introduction and resume to:**

[housejobs@azleg.gov](mailto:housejobs@azleg.gov)

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