



Legislative Assembly of
Prince Edward Island

EMPLOYMENT OPPORTUNITY

Assistant Sergeant-at-Arms

Reporting to the Sergeant-at-Arms, the Assistant Sergeant-at-Arms supports the Sergeant-at-Arms in the Legislative Chamber and on security and protocol matters as necessary. Security staff are expected to maintain high professional, ethical, nonpartisan and confidentiality standards when interacting with MLAs, Legislative Assembly staff, the media and the general public.

The successful applicant has extensive experience working in a professional security role, is versed in the implementation of security procedures and supervision of staff in a security environment. The successful candidate must possess excellent communication skills, have a calm and confident demeanor and provide a clear criminal record check. Knowledge of french, Microsoft Office, CPR/ First Aid certification, video surveillance systems and of parliamentary procedure are considered assets.

Salary range: \$21.17 - \$24.06 per hour (approximately 30 hours/week with additional hours required during sessions of the Legislative Assembly)

Those interested in applying must submit a résumé and cover letter to:

Mr. Brian Weldon
Legislative Assembly
Hon. George Coles Building, 175 Richmond Street
PO Box 2000
Charlottetown, PE C1A 7N8
Tel: 902-368-5970
Fax: 902-368-5175
Email: bdweldon@assembly.pe.ca

Your résumé and cover letter will clearly demonstrate how you meet the criteria mentioned above. We thank you in advance for your application; however, only those selected for an interview will be contacted. **Deadline for submissions no later than October 23, 2017.**

www.assembly.pe.ca