



## TEXAS HOUSE OF REPRESENTATIVES

### INTERNAL AND EXTERNAL JOB POSTING

#### PARKING ATTENDANT

(Three positions)

**SUMMARY:** Performs routine security work while monitoring parking spaces on the Capitol grounds and parking lots. All work performed under the direct supervision of the House Sergeant-At-Arms.

**ESSENTIAL JOB DUTIES:**

- Work involves permitting only authorized persons to park in reserved parking spaces.
- Performs other duties as assigned.

**EDUCATION & EXPERIENCE:** Graduation from a standard high school or equivalent is preferred. No specialized experience needed.

**KNOWLEDGE, SKILLS & ABILITIES:** Ability to identify all Members of the Texas House of Representatives. Must be able to maintain security of reserved spaces for Members and House employees in assigned areas. Must be knowledgeable of available spaces for visitors and special guests. Ability to be courteous yet firm with the public; ability to carry out oral instructions; ability to work with and get along well with others; alertness; tact; physical condition commensurate with the demands of the position which include exposure to the extreme outdoor weather elements. General knowledge of state government policies and procedures preferred. Must have flexibility to work extended hours and weekends as required. Must adhere to department dress code and demonstrate the ability to follow all policies and procedures as set forth in the Personnel Manual.

**GENERAL SALARY INFORMATION:**

SALARY RANGE: \$1,807.00 per month. Three positions available.  
OPENING DATE: January 5, 2021  
CLOSING DATE: Until Filled  
APPLY TO: Texas House of Representatives

To be considered an applicant for this position, you must complete a Texas House of Representatives application. Applications may be found at: <https://house.texas.gov/resources/employment/>.

**Mail employment application(s) and resume(s) to:**

Texas House of Representatives  
Payroll/ Personnel Department  
PO Box 2910  
Austin, Texas 78768

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.