



JOB ANNOUNCEMENT

1 RCW Typist Position Opening

Posting Date: December 12, 2012

Closing Date: December 18, 2012

The Office of the Code Reviser is a nonpartisan legislative office and the official bill drafting office of the legislature, which provides a central bill drafting service for legislators, legislators-elect, legislative committees, joint committees, the governor, state elected officials, and agencies.

The objective of this position is to provide high quality services in a professional, confidential, and nonpartisan manner.

Job Description Summary:

- Enter data from hard copy using customized formatting techniques and manipulate documents created by a variety of word processing software.
- Store, retrieve, update, and delete documents in a computer filing system.
- Use multiple software apps to perform various computer tasks.

Essential Skills:

- High school diploma or equivalent.
- Type at least 50 wpm accurately.
- Good spelling, grammar, and punctuation.
- Work in a collaborative environment.
- Demonstrate strong organizational and time management skills.
- Work under the pressure and time constraints of a legislative session.
- Must be available to work mandatory overtime for two to four months of the year during the legislative session, including some weekends and holidays.

Salary & Benefits:

Full-time exempt position includes vacation; sick leave; paid state holidays; retirement; and health, life, and other optional insurance. Starting salary is \$2,583 per month.

Application Process:

Those interested in this position may apply by submitting a letter of interest specifically addressing the qualifications listed in this announcement, a current resume, and 3 references to osulliva_ma@leg.wa.gov with the position name as the subject. Information may also be sent via U.S. Mail to the following address by

December 18, 2012:

Office of the Code Reviser
Attention: Marian O'Sullivan
P.O. Box 40551
Olympia, WA 98504-0551