

## JOB ANNOUNCEMENT

### HOUSE OF REPRESENTATIVES OFFICE OF PROGRAM RESEARCH

## SESSION COMMITTEE ASSISTANT



The Washington State House of Representatives' Office of Program Research (OPR) in Olympia provides nonpartisan staff support to House committees and members. OPR is seeking candidates for temporary positions as a Session Committee Assistant. These positions are nonpartisan and exempt from civil service.

#### DUTIES

Principal duties of a Session Committee Assistant include:

- Providing clerical and administrative support to OPR research staff and the committees;
- Preparing official committee meeting materials and records;
- Proofreading and/or editing staff documents as requested by OPR research staff;
- Assisting with the planning and organizing of committee meetings;
- Scheduling Zoom Webinars and maintaining participant lists;
- Developing and maintaining a filing system;
- Tracking the progress of bills;
- Word processing;
- Providing information to legislators, staff, lobbyists, media, and the general public; and
- Answering telephone calls and responding to emails.

#### QUALIFICATIONS

The ideal candidate must be:

- Skilled in clerical and administrative procedures;
- Able to multi-task and use organizational and planning skills to prioritize tasks within competing deadlines;
- An excellent proofreader, highly attentive to detail, and committed to producing high quality documents;
- Able to use good judgment and maintain confidentiality;
- Proficient with Microsoft Outlook, Word, PowerPoint, Adobe, Internet Explorer, and Zoom;
- Able to communicate information accurately, clearly, and in a timely manner;
- Knowledgeable about state government and the functions and organization of the Legislature; and
- Willing to work the long, irregular hours that are common during legislative sessions.

An undergraduate degree is preferred.

### **DATES/HOURS/COMPENSATION**

These positions are temporary, from approximately December 29, 2020 through April 25, 2021. These positions are full-time. Please note that all of these positions require some evening and weekend work. Compensation is \$3,649 per month for new Committee Assistants, with adjustments for returning Committee Assistants.

### **APPLICATIONS**

For best consideration, candidates should complete an online application at <https://form.jotform.com/202255676495161> and upload a letter of interest, resume, and professional references by October 30, 2020. Screening and selection may occur prior to the application deadline.

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The House of Representatives is committed to creating and maintaining a diverse work environment that is free from discrimination and harassment, and where all people are treated, and expected to treat others, with dignity and respect.

Persons requiring reasonable accommodation may call 360-786-7101 or TTY: 1-800-833-6388.

**All qualified applicants are encouraged to apply.**