

JOB ANNOUNCEMENT

HOUSE OF REPRESENTATIVES OFFICE OF PROGRAM RESEARCH

SESSION LEGISLATIVE 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 Legislative Assistant. These positions are nonpartisan and exempt from civil service.

DUTIES

Principal duties of a Session Legislative 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;
- Operating hearing room audio, video, recording, and sign-in equipment;
- Tracking the progress of bills;
- Word processing;
- Providing information to legislators, staff, lobbyists, media, and the general public; and
- As needed, acting as the receptionist, answering telephones, and receiving visitors.

QUALIFICATIONS

The ideal candidate must be:

- Skilled in clerical and administrative procedures;
- An excellent proofreader, attentive to detail, and committed to producing high quality documents;
- Able to use good judgment and maintain confidentiality;
- Proficient with Microsoft Office 2013, including Word, Outlook, and Internet Explorer, and able to quickly learn specialized computer applications designed for committee support;
- Able to multi-task and prioritize tasks within competing deadlines, and also willing to work the long, irregular hours that are common during legislative sessions; and
- Knowledgeable about state government and the functions and organization of the Legislature.

An undergraduate degree is preferred.

DATES/HOURS

These positions are temporary, from approximately the end of December 2017 through mid-March 2018. These positions are full-time. Please note that all of these positions require some evening and weekend work.

APPLICATIONS

For best consideration, candidates should complete an [online application](#) and upload a letter of interest, resume, and professional references by October 31, 2017. Screening and selection may occur prior to the application deadline.

THE HOUSE OF REPRESENTATIVES IS AN EQUAL OPPORTUNITY EMPLOYER

The House of Representatives is committed to maintaining a work environment 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.