



## RECRUITMENT ANNOUNCEMENT COMMITTEE SUPPORT ASSISTANT

The Joint Legislative Audit and Review Committee (**JLARC**) is recruiting to fill a Committee Support Assistant (CSA) position in Olympia. The CSA serves as a key contributor in all administrative services that support the JLARC staff and Committee. All JLARC staff are non-partisan and employed at the pleasure of the Legislative Auditor and the Committee.

JLARC is a bi-partisan committee comprised of House and Senate members. The Committee provides legislative oversight to evaluate the performance of state government programs. Performance audits, reviews, and evaluations are conducted on behalf of JLARC by independent, non-partisan research staff.

**About Working at JLARC** — JLARC offers a rare opportunity to work in a legislative environment that is high profile but also even-paced. Our projects are accompanied by very high expectations for quality and timeliness, but they also allow us the flexibility to manage our schedules to sustain a healthy home and family life. JLARC has a proven reputation for quality and independence.

### Typical Duties

Under the direction of the Committee Administrative Services Coordinator, the CSA works as a team member of the JLARC administrative support staff providing support assistance to the management and professional research staff of JLARC. The CSA's responsibilities include performing a variety of complex and routine clerical and administrative support activities that contribute to the smooth daily operation of the office.

The Committee Support Assistant is responsible for a wide variety of administrative and support activities. For example:

- Proofing and editing of reports, PowerPoint presentations, and correspondence
- Assisting with graphic design and layout options for reports and PowerPoint presentations
- Processing and maintaining agency central files including archival activities
- Assisting with accounts payable tasks and record keeping
- Assisting in maintaining electronic databases
- Assisting with the maintenance of our website and intranet
- Report and publication production, distribution, and maintenance activities
- Opening, date stamping, and distributing incoming mail
- Committee travel planning and reimbursement
- Maintaining professional education training records
- Answering telephones; receiving and referring visitors
- Other duties as assigned

The Committee Support Assistant professionally represents JLARC members and staff in all communications with auditees, legislators, and the public; and provides assistance in support of meetings. For example:

- Preparing and organizing packets and presentation handout materials for meetings and ensuring electronic mailing of meeting materials
- Coordinating with legislators' personal assistants for scheduling and other logistics
- Arranging facilities for Committee meetings and notifying meeting participants, members and staff, and public of meeting schedules
- Attending meetings as requested, which may include evening meetings; running meeting room projector; recording and/or taking notes of proceedings and drafting minutes,
- Maintaining meeting files
- Other duties as assigned

## Qualifications and Essential Functions

- Ability to work effectively as nonpartisan staff for a bipartisan committee and to exercise good judgment, discretion, professionalism, and maintain confidentiality. A general knowledge of the legislative process and organization is desirable.
- Ability to work successfully in teams, with supervisors and peers, and independently when necessary.
- Experience in computer/information technology systems and various software applications such as: Microsoft Word, Outlook, Access, Excel, SharePoint, Internet Explorer, PowerPoint; and other office equipment such as conference room projection systems, copiers, scanners, recorders, and applicable telephone system. Familiarity with web authoring software is also desirable.
- Experience in compiling and maintaining data using spreadsheets, databases, and records management systems.
- Knowledge of document design, layout, and presentation.
- Ability to anticipate tasks and prioritize assignments to ensure work is completed on time; and work effectively under pressure, such as meeting tight time schedules for JLARC meetings.
- Ability to correctly apply current grammar and punctuation rules, spell accurately, and proofread own material as well as material produced by other staff.
- Ability to professionally represent JLARC members and staff in all communications with auditees, legislators, and the public.

## Education and Experience

High school graduate with one year of college or business school with course work in office procedures (college course work may be substituted with two years of general office experience.) Three years of office administrative staff support or secretarial experience, (federal, state, municipal, and/or private non-profit experience desirable.) General knowledge of the legislative process is helpful.

—OR—

Acceptable education, experience, and knowledge as determined by the Legislative Auditor or designee.

Proficiency in the use of Microsoft Word, Microsoft Access, Microsoft PowerPoint, Microsoft Excel is required. Experience in Dreamweaver, SharePoint, and web authoring software is desirable.

## Salary

Salary commensurate with experience and qualifications, with a starting salary of \$3,300 to \$3,700 per month and includes a comprehensive benefits package.

## Application Procedure

Applicants should submit a letter of interest, current resume or state Application for Employment form, and three references. Applications should be emailed (preferred), faxed, or mailed to:

Marilyn Richter, Committee Administrative Services Coordinator  
Joint Legislative Audit and Review Committee  
1300 Quince Street SE  
PO Box 40910  
Olympia, WA 98504-0910  
Fax: 360.786.5180  
Email: [marilyn.richter@leg.wa.gov](mailto:marilyn.richter@leg.wa.gov)

**Application Deadline:** Screening will start **January 20, 2014**, and continues until the position is filled. Early application is encouraged.

## Selection Process

The above materials will be reviewed, and the top candidates will be selected for one or more interviews. A test in each of the software packages mentioned in this announcement will be administered.

*The Joint Legislative Audit and Review Committee is an equal opportunity employer. Women, racial and ethnic minorities, veterans, persons with disabilities, and disabled veterans are encouraged to apply. Persons with disabilities needing assistance in the application process should call 360.786.5171 or TDD 800.635.9993.*