WASHINGTON STATE SENATE
JOB OPPORTUNITIES

Multiple Positions for the 2017 Legislative Session-
Session Committee Assistants
Session Committee Clerks
Session Bill Report Assistants

Senate Committee Services (SCS) is currently recruiting to fill multiple Session Committee Assistant, Committee Clerk, and Bill Report Assistant positions. SCS provides nonpartisan staff support to the members and committees of the Washington State Senate in Olympia. For more information on SCS, please visit our website at http://www.leg.wa.gov/Senate/Committees/Pages/default.aspx.

RESPONSIBILITIES

Committee Assistants

- Provide nonpartisan administrative office support to Senate committees and staff.
- Demonstrate excellent customer service to Senate members, staff, and the public.
- Track legislation, schedule committee hearings, post public notices, prepare and distribute correspondence and other information, and accomplish other associated legislative functions.
- Coordinate logistics and administration of committee hearings and staff meetings.
- Supervise the Committee Clerk.
- Write and edit administrative correspondence effectively.
- Acquire and develop a basic understanding of the legislative process and procedures.

Committee Clerks

- Provide nonpartisan clerical support to Senate committees and staff.
- Demonstrate excellent customer service to Senate members, staff, and the public.
- Prepare and assemble committee notebooks for hearings.
- Assist with logistics of committee and staff meetings and hearings.
- Copy and distribute committee meeting materials.
- Create and maintain official committee files.

Bill Report Assistants

- Provide nonpartisan editorial and proofing support to Senate committees and staff.
- Demonstrate excellent customer service to Senate members and staff.
- Ensure overall structure of each bill report follows set standards.
- Track legislation.
- Acquire and develop a basic understanding of the legislative process and procedures.

The Washington State Senate is an Equal Opportunity Employer.

QUALIFICATIONS

Committee Assistants

- Strong administrative, customer service, and communication skills.
- Ability to discern and maintain issues of confidentiality.
- Organizational skills with a high attention to detail.
- Prioritize multiple tasks and work efficiently within time constraints.
- Proficient in Microsoft Office suite and Outlook.
- Experience supervising others is desired but not required.
- Ability to work well with others and maintain a positive, professional demeanor while working in a fast-paced, high pressure legislative environment.
- Must be willing to work long, irregular hours.

Committee Clerks

- Strong clerical, customer service, and communication skills.
- Ability to discern and maintain issues of confidentiality.
- Be attentive and detail-oriented.
- Manage multiple tasks and achieve deadlines under pressure.
- Basic computer skills and comfort working on and directing others on computers.
- Ability to work well with others and maintain a positive, professional demeanor while working in a fast-paced, high-pressure legislative environment.
- Must be willing to work long, irregular hours.

Bill Report Assistants

- Strong proofing, customer service, and communication skills.
- Ability to discern and maintain issues of confidentiality.
- Organizational skills with a high attention to detail.
- Advanced understanding of grammar, punctuation, and syntax principles.
- Proficient in Microsoft Office suite and Outlook.
- Ability to work well with others and maintain a positive, professional demeanor while working in a fast-paced, high-pressure legislative environment.
- Must be willing to work long, irregular hours.

SALARY AND EMPLOYMENT SCHEDULE

The salary for Session Committee Assistants and Bill Report Assistants is $3,320 per month. The salary for Session Committee Clerks is $2,215 per month. These are temporary positions lasting approximately 14-17 weeks. Mandatory employment training will be scheduled for several days prior to the start of the 2017 Legislative Session. The Legislature is currently scheduled to convene on January 9, 2017.

APPLICATION PROCEDURE

Complete the application form accessed on the Senate Committee Services Employment and Intern Opportunities webpage. In addition to the required contact information, please submit (1) a brief letter of interest to Susan Howson, Director, describing specific qualifications; (2) a current resume detailing experience and education; and (3) at least three professional references with current telephone numbers.

Applications will be accepted until the positions are filled; interviewing and selection will begin no later than October 3.

Phone contact: Ariel Kennedy at (360) 786-7432.

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