



WASHINGTON STATE SENATE COMMITTEE SERVICES SESSION JOB OPPORTUNITIES

*Multiple Positions - Session Committee Assistants and Committee Clerks
for the 2016 Legislative Session*

The Washington State Senate office of Senate Committee Services is currently recruiting to fill multiple Session Committee Assistant and Committee Clerk positions for the various standing committees of the Washington State Senate. Senate Committee Services assists Senators in developing and evaluating alternatives to achieve their policy objectives. Standing committee information is available on our web site at <http://www.leg.wa.gov/Senate/Committees/Pages/default.aspx>.

DUTIES AND RESPONSIBILITIES

Committee Assistants

In supporting committees of the Washington State Senate, Committee Assistants are required to:

- provide non-partisan administrative office support to Senate committees and staff;
- use technology-related skills to 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 and staff meetings and hearings;
- maintain committee web pages;
- write clearly and edit effectively; and
- if needed, provide research assistance.

Committee Clerks

In providing clerical support to Senate committees and staff, Committee Clerks are required to:

- prepare and assemble committee notebooks for hearings;
- assist with logistics of committee and staff meetings and hearings;
- copy committee meeting materials;
- assist the public with signing into the Committee Sign-In Application; and
- create & maintain committee files.

DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS

Committee Assistants

- Strong organizational and administrative skills, and the ability to discern and maintain issues of confidentiality are required.

DESIRABLE KNOWLEDGE, SKILLS AND QUALIFICATIONS - CONTINUED

- Working knowledge of legislative process derived from experience working in a legislative or public policy making organization or setting.
- Proficiency in computer applications, including Excel spreadsheets, word processing software, presentation applications, and on-line research.
- Must be willing to work long, irregular hours and be capable of handling the complex and difficult situations that a fast-paced, result-oriented, high-pressure legislative environment offers.

Committee Clerks

- Basic computer skills and comfort working on and directing others on computers.
- Must be willing to work long, irregular hours.
- Must have the ability to work well with others and maintain a positive and professional demeanor while working in a fast-paced, high-pressure legislative environment.

SALARY AND EMPLOYMENT SCHEDULE

The salary for Session Committee Assistants is \$3,261 per month. The salary for Session Committee Clerks is \$2,176 per month. These are temporary positions lasting approximately 8-10 weeks. Mandatory employment training will be scheduled for several days prior to the start of the 2016 Legislative Session. The Legislature is currently scheduled to convene on January 11, 2016.

APPLICATION PROCEDURE

Interested applicants should submit (1) a brief letter of interest to Susan Howson describing specific qualifications; (2) a current resume detailing experience and education; and (3) at least three references with current telephone numbers.

Please send to:

Susan Howson, Director
Senate Committee Services
P.O. Box 40466
Olympia, Washington 98504-0466

Applications will be accepted until the positions are filled; interviewing and selection will begin October 1.

*Electronic applications may be sent to: Ariel Kennedy at Ariel.Kennedy@leg.wa.gov
Phone contact: Ariel Kennedy at (360) 786-7430.*

The Washington State Senate is an Equal Opportunity Employer.