



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 employed at the pleasure of the Committee, under the direction of the Legislative Auditor.

JLARC is a bipartisan 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, nonpartisan 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 Committee Support Assistant is responsible for a wide variety of complex and routine clerical and administrative support activities that contribute to the smooth daily operations of the office as a whole, which may include the following:

- **Providing technology related administrative duties. For example:**
 - Assisting with the maintenance of our website and intranet
 - Performing complex word processing and desktop publishing tasks and integrating text with graphics associated with the production of reports, report presentations, and other publications
 - Working in and maintaining Access databases and Excel spreadsheets
 - Assisting with graphic design and layout options for reports, presentations, and other publications
- **Providing calendaring and coordinating administrative duties. For example:**
 - Arranging facilities for meetings, coordinating notification of meeting participants of meeting schedules, and maintaining meeting files and meeting calendar
 - Coordinating with legislators' personal assistants for scheduling and other logistics
 - Making travel arrangements and conference/course registrations for professional research staff and management staff
- **Providing bookkeeping and record keeping administrative duties. For example:**
 - Processing and maintaining agency electronic and hard copy files and records including archival activities
 - Assisting with accounts payable tasks and record keeping
 - Attending meetings as requested and recording and/or taking notes of proceedings
- **Providing facility and related administrative duties for example:**
 - Coordinating facility maintenance needs with building management and/or appropriate vendors and serving as JLARC's primary contact with facility tenant groups
 - Serving as JLARC's Representative on the state's Co-Located Commute Trip Reduction Program (CTR)
 - Assisting with inventory of assets; and maintaining records of same
 - Coordinating internal staff office moves; equipment and furniture adjustments; and surplus/disposition actions
 - Ordering routine office supplies and equipment
 - Answering telephones; receiving and referring visitors, and
 - Other duties as assigned

Essential Qualifications

- Ability to work effectively as nonpartisan staff for a bipartisan committee and to exercise good judgment, discretion, 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
- Ability to correctly apply current grammar and punctuation rules, spell accurately, and proofread own material as well as material produced by other staff
- Proficiency in Microsoft Access, Word, Outlook, Excel, and PowerPoint
- Ability to learn new software packages and stay current with desktop technology
- Ability to professionally represent JLARC members and staff in all communications with auditees, legislators, and the public
- Ability to anticipate tasks and prioritize assignments to ensure work is completed on time; and ability to work effectively under pressure, such as meeting tight time schedules for JLARC meetings
- Ability to provide scheduling and Microsoft Outlook calendar support of a complex nature

Desired Qualifications

- Experience in using graphics and document design techniques in a variety of products such as reports, presentations, correspondence, etc.
- Experience in computer/information technology systems
- Understand the concepts of electronic and hard copy records management
- Experience with a variety of graphics software and web authoring software such as Dreamweaver and SharePoint
- Experience in compiling and maintaining data using spreadsheets, databases, and records management systems

Education and Experience

Associate's degree or higher (Bachelor's degree preferred). Four or more years of office administrative staff support or secretarial experience, (federal, state, municipal, and/or private non-profit experience desirable) may be substituted for college experience. General knowledge of the legislative process is helpful.

Compensation

Salary commensurate with experience and qualifications with a starting salary in the range of \$4,000 to \$4,300 per month and includes a comprehensive benefits package.

Application Procedure

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

Marilyn Richter, Administrative Coordinator
Joint Legislative Audit and Review Committee
1300 Quince Street SE
PO Box 40910
Olympia, WA 98504-0910
Email: Marilyn.Richter@leg.wa.gov

Application Deadline:

Submit your application by 5:00 p.m., **September 11, 2015**. **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 the required qualifications section of this announcement will be administered.

August 2015

The Joint Legislative Audit and Review Committee is an equal opportunity employer. Women, racial and ethnic minorities, persons with disabilities, disabled veterans, and Vietnam-era veterans are encouraged to apply. Persons with disabilities needing assistance in the application process should call (360) 786-5188 or TDD (800) 635-9993.