WASHINGTON STATE SENATE COMMITTEE SERVICES
JOB ANNOUNCEMENT

Committee Assistant
Senate Ways & Means Committee

Senate Committee Services (SCS) provides nonpartisan staff support to the members and committees of the Washington State Senate in Olympia. SCS is seeking experienced candidates for the position of Committee Assistant for the Senate Ways & Means Committee. This is a full-time, nonpartisan position, exempt from civil service.

For more information on SCS, please visit our website at:
http://www.leg.wa.gov/SENATE/COMMITTEES/Pages/default.aspx

DUTIES

Principal duties of the Senate Ways & Means Committee Assistant include:

- Providing administrative and clerical support to the committee and staff;
- Providing information to legislators, staff, lobbyists, media, and the general public;
- Coordinating logistics and administration of committee and staff meetings and hearings;
- Preparing official committee records;
- Using technology-related skills to track the progress of legislation, schedule committee hearings, post public notices, maintain committee web pages, and accomplish other associated legislative functions; and
- Using basic and advanced technologies, in combination with a knowledge of legislative systems, to support and improve committee functions.

QUALIFICATIONS

The ideal candidate must:

- Be service-oriented and skilled in administrative and clerical procedures;
- Have the ability to use good judgement and maintain confidentiality;
- Have a working knowledge of the legislative process derived from experience working in a legislative or public policy making organization or setting.
- Be proficient in computer applications, including Excel spreadsheets, word processing software, presentation applications, and on-line research.
- 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.

APPLICATION PROCEDURE

Interested applicants should submit: (1) a brief letter of interest 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
PO Box 40466
Olympia, Washington 98504-0466

Applicants are encouraged to submit materials as soon as possible as screening, interviewing, and selection will begin immediately. **Applications should be submitted no later than 5:00 p.m. on Monday, November 16th.**

Electronic applications may be sent to: Ariel Kennedy at Ariel.Kennedy@leg.wa.gov
Phone contact: Ariel Kennedy at (360) 786-7432.

The Washington State Senate is an equal opportunity employer.