



## WASHINGTON STATE SENATE COMMITTEE SERVICES SESSION JOB OPPORTUNITIES

*Multiple Positions - Session Committee Assistants and Committee Clerks  
for the 2012 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
- 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; and
- create & maintain committee files.

### DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS

#### Committee Assistants

- A bachelor's degree is highly desirable, or suitable professional experience.
- 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.
- Candidates 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**

- An associate's degree is highly desirable or suitable related experience.
- Basic computer skills, including word processing and database software knowledge.
- Candidates must be willing to work long, irregular hours.
- Candidates 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 \$2,923 per month. The salary for Session Committee Clerks is \$2,113 per month. These are temporary positions lasting approximately 6-8 weeks. Mandatory employment training will be scheduled for three days prior to the start of the 2012 Legislative Session. The Legislature is currently scheduled to convene on January 9, 2012.

**APPLICATION PROCEDURE**

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

Please send to:

Richard Rodger, 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 immediately.

*Electronic applications may be sent to: Cheri Randich at [Cheri.Randich@leg.wa.gov](mailto:Cheri.Randich@leg.wa.gov)  
Phone contact: Cheri Randich at (360) 786-7772.*

*The Washington State Senate is an Equal Opportunity Employer.*