



WASHINGTON STATE SENATE COMMITTEE SERVICES SESSION JOB OPPORTUNITIES

Multiple Positions - Session Committee Assistants and Committee Clerks for the 2015 Legislative Session

The Washington State Senate office of Senate Committee Services (SCS) provides a full range of nonpartisan staff services to the members and committees of the Senate in Olympia. This includes research, drafting, and administrative support services. SCS is currently recruiting to fill multiple temporary Session Committee Assistant and Committee Clerk positions for the various standing committees of the Senate. These positions are full-time, nonpartisan, and exempt from civil service.

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 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;
- Prepare official committee records;
- Coordinate logistics and administration of committee and staff meetings and hearings;
- Write clearly and edit effectively; and
- Other assignments as necessary to conduct committee business.

Committee Clerks

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

- Copy committee meeting materials;
- Prepare and assemble committee notebooks for hearings;
- Assist with logistics of committee and staff meetings and hearings;
- Assist the public with signing into the Committee Sign-In Application; and
- Other assignments as necessary to conduct committee business.

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.
- Working knowledge of the 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

- An associate's degree is highly desirable or suitable related experience.
- 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.

EMPLOYMENT SCHEDULE

These positions are temporary, from approximately the end of December 2014/beginning of January 2015 through the end of April 2015. Mandatory employment training will be scheduled for three days prior to the start of the 2015 Legislative Session. The Legislature is currently scheduled to convene on January 12, 2015.

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
P.O. Box 40466
Olympia, Washington 98504-0466

Applications should be submitted by 5pm on Friday, October 17, 2014. Applicants are encouraged to submit materials as soon as possible as screening will begin immediately. Screening and selection may occur prior to the application deadline.

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