



SENATE COMMITTEE SERVICES

Remote Testimony Clerk

Spokane Valley, WA

The Washington State Senate office of Senate Committee Services (SCS) is seeking candidates for the position of Remote Testimony Clerk to support the various standing committees of the Washington State Senate in Spokane Valley, WA. The Senate is currently in the process of establishing a remote testimony site where the public can testify at Senate committee hearings via videoconferencing. This is a temporary, nonpartisan position lasting approximately 12-15 weeks. The Legislature is currently scheduled to convene on January 12, 2015.

Senate Committee Services 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. For more information on Senate Committee Services, please visit our website at:

<http://www.leg.wa.gov/Senate/Committees/Pages/default.aspx>.

DUTIES AND RESPONSIBILITIES

The Remote Testimony Clerk is a key position that provides clerical and technical support to the committees, members, and staff of the Senate. Dependability, accuracy, and the ability to manage multiple tasks in a fast-paced work environment are attributes essential to the success of the Clerk. The Clerk reports directly to the Committee Assistant for the committee(s) using remote testimony and works closely with the committee(s) Analysts and Attorneys.

The primary responsibilities and tasks of the Remote Testimony Clerk include:

- Providing nonpartisan administrative support to Senate committees and staff during the legislative session;
- Learning and utilizing specialized tools and computer applications to support remote committee hearings;
- Preparing the equipment and technology needed to facilitate remote testimony, including equipment set up and breakdown;
- Coordination of committee meeting logistics with Committee Assistant(s);
- Assisting members of the public to access an electronic sign-in program for testimony on proposed legislation;
- Coordination and distribution of presentation and other committee materials and email as needed; and
- Responding to general requests for information or referring requestor(s) to appropriate resources.

DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- Strong organizational and administrative skills.
- Have the ability to use good judgment and maintain confidentiality.
- Have the ability to work well with others and maintain a positive and professional demeanor.
- Service-oriented.
- Demonstrated ability to listen and follow directions, seek assistance as needed, and bring potential problems to the attention of the supervisor.
- Works well under time constraints and meets deadlines as directed.
- Works independently.
- Experience with PC-based videoconferencing tools (e.g., Skype, Microsoft Lync, Google Hangout, etc.).
- Proficiency with Microsoft Office 2010 or 2013, including Word, Outlook, and Internet Explorer.

SALARY AND EMPLOYMENT SCHEDULE

The salary for the Remote Testimony Clerk is \$2,113 per month or \$12.20 per hour. This is a temporary position lasting approximately 12-15 weeks. While this position is based in Spokane, mandatory employment training in Olympia will be scheduled once the position has been filled.

APPLICATION PROCEDURE

Interested applicants should submit (1) a brief letter of interest to Susan Howson describing specific qualifications; (2) a current resume detailing education and experience; 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 position is filled; interviewing and selection will begin immediately. *Electronic applications may be sent to: Cheri Randich at Cheri.Randich@leg.wa.gov*
Phone contact: Cheri Randich at (360) 786-7772.

The Washington State Senate is an Equal Opportunity Employer.