



OFFICE OF THE CODE REVISER

Washington State Legislature • www.leg.wa.gov/CodeReviser
Pritchard Building • 415 15th Avenue SW, Rm.100, Olympia WA 98504-0551
P.O. Box 40551 • (360) 786-6777

JOB TITLE: Office Assistant
SALARY: \$3,492.00 - \$3,578.00 Monthly
OPENING DATE: 09/14/21
CLOSING DATE: 09/30/2021 5:00 PM
DESCRIPTION:

Exempt Recruitment Announcement

CLOSES: 5 p.m. - September 30, 2021

JOB TITLE: Office Assistant

START DATE: As soon as possible

SALARY: Salary range of \$3,492 - \$3,578 per month, DOQ

This position qualifies for health insurance, life insurance, vacation and sick hours, paid holidays and retirement.

AGENCY INFORMATION:

Do you have an interest in working in the legislative environment? Are you detail-oriented and observant? Do you have the ability to maintain the highest of confidentiality at all times? Are you willing and accepting to be flexible and understanding of our clients and their needs? If so, then you may be interested in the great opportunity to join our team at the Office of the Code Reviser as an Office Assistant, located on the beautiful State Capitol Campus.

The primary responsibilities of the Office of the Code Reviser are to periodically codify, index, and publish the Revised Code of Washington and to revise, correct, and harmonize the statutes by means of administrative or suggested legislative action as may be appropriate.

The Office of the Code Reviser is also the official bill-drafting arm of the legislature and provides a central bill drafting service for legislators, legislators-elect, legislative committees, joint committees, the governor, state elected officials, and agencies.

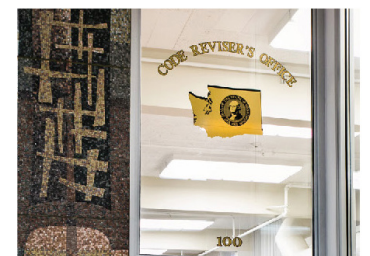
The objectives of the Office of the Code Reviser are to provide high quality services in a professional and strictly nonpartisan and cost-effective manner. The Office of the Code Reviser seeks to foster professionalism and expertise, which will result in highly accurate publication of laws and agency rules.

ROLE: The Office Assistant will perform a variety of clerical duties in support of office operations.

DUTIES:

SESSION SUPPORT:

- Greet clients and take in their bill requests or refer the client to talk with an available Code Reviser;
- Contact clients via e-mail or telephone when bill drafts are ready;
- E-mail bill drafts in Word and PDF to clients;
- Maintain/update Bill Request Tracking System file (BRTS) signature cards;
- Produce and file log cards;
- Produce "Request to Bill" and "Bill to Request" tables daily;
- Produce signature sheets for each bill draft;
- Distribute bill drafts, amendments and substitutes to clients from the front desk;
- File completed bill drafts in shelving;
- Answer the main office line and assist clients over the telephone;
- Back-up printer.



PERSONNEL DUTIES:

- Update and maintain employee data in the Human Resources Management System (HRMS);
- Manage employee leave requests, schedules and records;
- Perform duties relating to new employee orientation;
- Order supplies;
- Coordinate parking;
- Coordinate security/key/key card issuance;
- Assist in arranging travel and maintain travel records.

OTHER DUTIES:

- Prepare work requests to send to the Department of Enterprise Services (DES);
- Compose and type minutes to Statute Law Committee and Uniform Law Commission meetings;
- Prepare records for public records requests;
- Maintain and dispose of records according to the general records retention and agency-specific schedules;
- Receive payments for publications by cash, check, credit card or electronic means;
- Other duties as assigned by the Code Reviser.



QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITIES:

- Must be able to work mandatory overtime during the legislative session including weekends and holidays. Vacation time is not approved during the legislative session;
- Working knowledge of Microsoft office products;
- The skills to store, retrieve, update, and delete documents in a computer filing system;
- The ability to use multiple software apps to perform various computer tasks;
- Ability to type at least 40 wpm accurately;
- Knowledge of basic arithmetic, including the ability to process percentages and payroll calculations;
- Exceptional knowledge of proper spelling, grammar, and punctuation;
- The ability to answer phones and cover others desks while they are away;
- Strong organizational skills and ability to multi-task;
- A dependable and strong work ethic and the ability to maintain a professional demeanor at all times;
- The ability to seek and follow supervisory direction as necessary;
- A positive attitude and the ability to be an exceptional team member;
- Excellent verbal and written communication skills;
- The ability to maintain strict confidentiality at all times;
- The ability to exercise sound judgment when initiating processes, actions, and alternatives within established procedures;
- The ability to remain seated for most of the day, working on a computer, in an office setting;
- The ability to perform services as a Notary Public or be willing to become a Notary Public in order to provide notary services to the legislative community.



SUPPLEMENTAL INFORMATION:

HOW TO APPLY:

Please submit the following information by: ***September 30, 2021.***

Please ***email*** completed packets to: LSSHROffice@leg.wa.gov

Applications without the requested above materials will not move forward in the recruitment process.

E-mail: LSSHROffice@Leg.wa.gov

Phone: (360) 786-7332

We prefer to receive all application packages via e-mail with .pdf attachments.

The Office of the Code Reviser is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Lisa Biscay in the Human Resources office at (360) 786-7337.

