



**Caucus Assistant**  
**Washington State Senate Republican Caucus**

The Washington State Senate Republican Caucus is seeking a qualified candidate to fill the position of Caucus Assistant. This is a permanent, full-time position.

**JOB DESCRIPTION:**

Provide support services to the Policy workgroup, the Communications workgroup, and the SRC in general.

**QUALIFICATIONS:**

**Caucus Assistant**

- A bachelor's degree or an equivalent combination of experience and education AND one year of work experience with the Washington State Legislature.
- Knowledge of the legislative process.

**SKILLS:**

- Knowledge of the legislative process, committee, and leadership structure of Washington State Legislature.
- Knowledge of issues, and policies on a variety of subjects related to the Legislature.
- Develop and maintain cordial, effective working relationships with co-workers, legislators, legislative assistants, and other members of the legislative community.
- Proficient in technology and computer software skills when needed for Word documents, Excel spreadsheets, PowerPoint, bill tracking, scheduling, agendas, email and legislative phone system.
- Proven ability to perform accurately and efficiently under time constraints.
- Work independently and cooperatively with others.
- Ability to manage & track multiple projects simultaneously.

**ADDITIONAL REQUIREMENTS:**

The Legislature meets annually beginning on the second Monday in January in the Capitol Building in Olympia. Regular legislative sessions take place January through March in even-numbered years and January through April in odd-numbered years. Special legislative sessions occur as needed. Permanent staff work year-round supporting the Senate and its members.

- This position is in-person in Olympia during the legislative session and may require work outside of the normal 8 am – 5 pm workday, including evenings and weekends.
- Must be a Washington State resident or willing to relocate to Washington.
- This position is currently approved for in-state telework during the interim with supervisor approval and an expectation to have an onsite-in-person presence when requested.

**SALARY RANGE & BENEFITS:**

The salary for this position is based on relevant experience and qualifications.

The full salary range for caucus assistant is \$4,544 - \$7,875 per month. A hiring salary will be less than the top of the range, however.

The Senate offers a comprehensive benefits package including medical, dental, life and long-term disability insurance; vacation, sick, military, bereavement, and civil leave; twelve paid holidays per year; a state retirement plan; deferred compensation; healthcare flexible spending account; dependent care assistance; infant at work policy, optional credit unions and savings bonds; and tuition reimbursement.

**THE WASHINGTON STATE SENATE** is an equal opportunity employer.

**TO APPLY:** Please submit the following by **Monday, July 22, 2024**

1. Resume
2. A letter of interest responding to items in the announcement
3. Three professional references with contact information

Email your resume and supplemental materials to: [tawnya.smith@leg.wa.gov](mailto:tawnya.smith@leg.wa.gov)