



Washington State Joint Legislative Audit and Review Committee (JLARC)

Committee Assistant Recruitment Announcement

The Washington State Joint Legislative Audit and Review Committee (JLARC) is recruiting to fill a Committee Assistant (CA) position in Olympia, Washington. Our office is staff to JLARC—a bipartisan committee comprised of House and Senate members. The CA serves as a key contributor in all administrative services that support the JLARC Committee, office management, and research staff.

JLARC values diversity. We believe a workforce that includes people from multiple backgrounds, cultures, and attributes improves our work and makes it more representative of the values of our state's government and residents. Valuing diversity, equity, and inclusion means that as an agency, and as individuals, we strive to have a respectful, safe, and supportive workplace for all employees.

About Working at JLARC

JLARC offers a rare opportunity to work in a legislative environment that is high profile but also even paced. Our projects are accompanied by very high expectations for quality and timeliness, but also allow us flexibility to manage our schedules to sustain a healthy home and family life. JLARC offers CAs the option to work remotely as approved by the Administrative Coordinator for most days, with some in-person work requirements.

Typical Duties

The CA works under the direction of the Committee Administrative Services Coordinator. The CA is responsible for a wide variety of complex and routine activities that support our Committee meetings and the daily operations of the staff office as a whole such as:

- **Provide technology related support for Committee and Commission meetings. For example**
 - Coordinate logistics and administration of nonpartisan committee meetings, commission hearings, and staff meetings
 - Run hearing room equipment
 - Provide technical support (including Zoom) during hybrid and remote Committee meetings
 - Assist in facilitating public testimony at Citizen Commission meetings
 - Attend meetings as requested and record and take notes/minutes of proceedings
- **Provide calendaring and office support activities. For example:**
 - Reserve facilities for meetings
 - Coordinate with legislators' personal assistants for scheduling and other logistics
 - Make travel arrangements and conference/course registrations for staff
 - Prepare and distribute correspondence and other information for Members and staff
 - Manage and update contact lists
- **Provide accounts payable and record keeping support. For example:**
 - Process and maintain agency files and records including archival activities
 - Perform accounts payable tasks and accompanying record keeping
 - Maintain Excel spreadsheets of accounts payable and contracting payments
 - Attend meetings as requested and record and/or take notes/minutes of proceedings
- **Provide facility and related administrative duties. For example:**
 - Assist with inventory of assets; and maintain records of same
 - Coordinate internal staff office moves; equipment; and surplus/disposition actions
 - Answer office phone (in office and remotely) and respond to caller inquiries
 - Provide other associated administrative functions as necessary

Essential Qualifications

- Ability to work effectively as nonpartisan staff for a bipartisan committee and to exercise good judgment, discretion, and maintain confidentiality
- Ability to work successfully in teams with supervisors and peers, as well as independently
- Ability to perform basic accounts payable and record keeping tasks accurately
- Proficiency in Microsoft Outlook, Excel, and Word

- Ability to professionally represent JLARC members and staff in all communications with auditees, legislators, and the public
- Strong administrative, customer service, and communication skills including ability to anticipate tasks, prioritize assignments, complete work on time, and work effectively under pressure, including meeting tight time schedules for JLARC meetings
- Ability to provide scheduling and Microsoft Outlook calendar support of a complex nature

Desired Qualifications

- Experience in compiling and maintaining data using spreadsheets, databases, and records management systems
- High proficiency in Microsoft Outlook, Excel and Word, proficiency in Microsoft Access
- A general knowledge of the legislative process and organization

Education and Experience

Associate degree or higher (Bachelor's degree preferred) and two or more years of administrative staff support or executive assistance experience, (federal, state, and/or municipal experience desirable). Work experience may be substituted for some college. General knowledge of the legislative process is helpful.

Pay and Benefits

The starting salary for this position is in the range of \$4,848 (R9/S5) to \$5,092 (R9/S7) per month. Giving opportunity for growth and experience, the full range of the monthly salary for this position is \$4,391-\$7,745 (R9/S1-R9/S24). The salary is commensurate with experience and qualifications.

Following is a list of benefits offered by JLARC to fulltime regular employees: 14 to 25 days of annual leave (depending on years of state service); 8 hours of sick leave per month; (additional types of leave also available); 12 paid holidays per year; medical, dental, and vision insurance; flexible spending account; life, accidental death, and dismemberment insurance; long-term disability insurance; retirement and optional deferred compensation is available.

Additional details of benefits offered to employees of the state of Washington can be found at this [link](#).

Application Process

Applicants should submit a letter of interest, current resume, and three references in PDF format.

Application materials should be addressed to Marilyn Richter and sent to careers.jlarc@leg.wa.gov. (This email address has been set up to accept applications only. If you need to contact us with questions or other matters, please contact us at jlarc@leg.wa.gov or (360) 786-5171.) Please specify in the email subject line "JLARC Committee Assistant Recruitment." You will receive a confirmation email when we have received your application.

The applications will be reviewed, and the top candidates will be selected for interviews. A test in one or more of the software packages mentioned in the essential qualifications section of this announcement may be administered.

A voluntary and confidential demographic questionnaire may be completed at your discretion. This questionnaire is anonymous and used only for statistical purposes. It is not used for evaluating candidates. Instructions for completing the anonymous questionnaire will be provided separately to applicants.

Application Schedule

This recruitment is open until February 21, 2023, but applicants are encouraged to submit materials as soon as possible as screening, interviewing and selection will begin immediately.

The Joint Legislative Audit and Review Committee is an equal opportunity employer. We are committed to providing equal employment opportunities in a fair and impartial manner for all persons without regard to age, sex, gender identity, marital status, sexual orientation, race, creed, color, national origin, citizenship or immigration status, military status, the presence of any sensory, mental, or physical disability. We encourage people of all backgrounds to apply, including those listed above and those with other diverse life experiences. Persons with disabilities needing assistance in the application process or those needing this announcement in an alternative format should call (360) 786-5188. You are welcome to include your preferred gender pronouns in your application so that we address you appropriately throughout the application process.