



Washington State Joint Legislative Audit and Review Committee (JLARC)

UPDATED AND EXTENDED: Temporary Committee Administrative Assistant Recruitment Announcement

The Washington State Joint Legislative Audit and Review Committee (JLARC) is recruiting to fill a temporary Committee Administrative Assistant (CAA) position in Olympia, Washington. The timeframe for this position is approximately mid-September 2022 through the end of February 2023. Our office is staff to JLARC—a bipartisan committee comprised of House and Senate members. The CAA serves as a key contributor in all administrative services that support the JLARC Committee, office management, and professional 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 they also allow us the flexibility to manage our schedules to sustain a healthy home and family life. JLARC offers Committee Administrative Assistants the option to work remotely as approved by the Administrative Coordinator for up to three days a week (once we officially return to the office).

Typical Duties

The Committee Administrative Assistant (CAA) works as part of the Administrative Team under the direction of the Committee Administrative Services Coordinator (CASC). The CAA is responsible for a wide variety of complex and routine clerical and administrative support activities that contribute to the smooth daily operations of the office as a whole, which may include the following:

- **Providing calendaring and coordinating administrative duties. For example:**
 - Arranging facilities for meetings, coordinating notification of meeting schedules,
 - Coordinating with legislators' personal assistants for scheduling and other logistics
 - Making travel arrangements and conference/course registrations for staff
- **Providing bookkeeping and record keeping administrative duties. For example:**
 - Processing and maintaining agency files and records including archival activities
 - Assisting with accounts payable tasks and record keeping
 - Attending meetings as requested and recording and/or taking notes of proceedings
- **Providing facility and related administrative duties. For example:**
 - Assisting with inventory of assets; and maintaining records of same
 - Coordinating internal staff office moves; equipment; and surplus/disposition actions
- **Providing technology related administrative duties. For example:**
 - Running hearing room AV equipment
 - Working in and maintaining Access databases and Excel spreadsheets
 - Assisting with the maintenance of our website and intranet
 - Performing complex word processing and desktop publishing tasks

Essential Qualifications

- Ability to work effectively as nonpartisan staff for a bipartisan committee and to exercise good judgment, discretion, and maintain confidentiality. A general knowledge of the legislative process and organization is desirable.
- Ability to work successfully in teams with supervisors and peers, as well as independently.

- Ability to correctly apply current grammar and punctuation rules, spell accurately, and proofread own material as well as material produced by other staff.
- Proficiency in Microsoft Outlook, Excel, Word, and PowerPoint.
- Ability to professionally represent JLARC members and staff in all communications with auditees, legislators, and the public.
- Ability to anticipate tasks and prioritize assignments, complete work on time; and work effectively under pressure, such as meeting tight time schedules for JLARC meetings.
- Ability to provide scheduling and Microsoft Outlook calendar support of a complex nature.

Desired Qualifications

- Experience in computer/information technology systems.
- Experience in accounting/bookkeeping and public record keeping.
- Experience with a variety of graphics software and web authoring software.
- Experience in compiling and maintaining data using Excel spreadsheets, Access databases, and records management systems.
- Experience in using graphics and document design techniques in a variety of products.
- Additional expertise in Microsoft Office Suite.

Education and Experience

Associate's degree or higher (Bachelor's degree preferred). Four or more years of administrative staff support or secretarial experience, (federal, state, municipal, and/or non-profit experience desirable) may be substituted for some college experience at the discretion of the CASC. General knowledge of the legislative process is helpful.

Pay

Salary commensurate with experience and qualifications with a starting salary in the range of \$4,180 to \$4,613 per month.

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 Temporary Committee Administrative 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

Early application is encouraged. Applications will be accepted through August 8, 2022.

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.