

## **Legislative Administrative Assistant**

The Arizona House of Representatives invites applications for one or more Legislative Administrative Assistants beginning in September 2015 to provide general office administration and support for Members of the Arizona House of Representatives concentrating in the areas of written and oral communications between Legislative Members, Staff and Constituents, as well as outside interest groups and other agencies as necessary. This position requires a non-partisan demeanor at all times while on the job, and the candidate must be able and willing to work in offices of either major political party's caucus as assigned.

Responsibilities include:

- Handling daily review and execution of office procedures as outlined by supervision.
- Ensuring the timeliness, quality and independent completion of administrative support and daily correspondence, special projects, and data and reports, as directed.
- Maintaining a filing system, and assisting in coordination of activities with other departments, agencies and organizations.

Knowledge, Skills and Abilities:

- Computer Capabilities:
  - Working knowledge Microsoft Outlook, Excel & Word is required.
- Skills In:
  - Employee and customer relations, problem resolution, and interpersonal skills are necessary in dealing with external and internal customers.
  - Excellent Oral and written communication skills are required.
- Ability to:
  - Multi-task
  - Take responsibility for assigned duties
  - Maintain confidentiality and safeguard confidential information
  - Resolve problems
  - Communicate effectively both orally and in writing
  - Prioritize duties
  - Interact professionally with internal and external customers, co-workers, supervisors and vendors

Strong consideration will be given to those with at least two years of practical work experience as a Customer service representative or Administrative assistant.

Salary is commensurate with experience. Excellent benefits package includes accrual of sick and vacation leave, 10 holidays per year, health and dental insurance, defined benefit retirement plan, life insurance, and long-term disability insurance. Optional employee benefits include short-term disability insurance, deferred compensation plan, and supplemental life insurance.

All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program.

Send resume by Friday, August 14, 2015 to [HouseJobs@azleg.gov](mailto:HouseJobs@azleg.gov).