

JOB ANNOUNCEMENT
Posting Date 11/07/2017
Legislative Research Commission

SESSION POSITIONS

2018 Legislative Session. These are temporary positions that will begin in December and last through April. Overtime hours will be expected.

<p>Committee Assistant</p> <p>Fulfill general office duties and the needs of committee staffing; maintain bill logs and other information to facilitate efficiency during session; help with committee meeting logistics; other duties as assigned.</p>	<p>Legislative Courier</p> <p>Collect and deliver items on the Capitol campus and elsewhere; use dolly and other equipment; carry boxes; answer phones; other duties as assigned.</p>
<p>Legislative Assistant</p> <p>Provide administrative support to members of the General Assembly; type documents; assist with scheduling; answer phones; other duties as assigned.</p>	<p>Digital Press Operator</p> <p>Run a press; copy and sort legislative printing material; other duties as assigned.</p>
<p>Legislative Analyst</p> <p>Work with committee staff to research information relating to bill drafts for the purpose of estimating the impact of legislation on local governments; other duties as assigned.</p>	<p>Assistant Public Information Officer</p> <p>Provide written communication on legislative issues; produce articles, news releases, columns, speeches, and internal communication pieces; other duties as assigned.</p>
<p>Bill Tracking Assistant</p> <p>Collect and deliver confidential bill folders to legislative offices in the Capitol and Annex that are involved with bill drafting and proofing; other duties as assigned.</p>	<p>Assistant House/Senate Journal Clerk</p> <p>Working closely with House or Senate Clerk, compile official record of each day's legislative session and prepare edited version for publication; other duties as assigned.</p>
<p>Legislative Proofreaders</p> <p>Proofread documents produced by staff; work directly with clerks' offices; other duties as assigned.</p>	<p>Switchboard Operator</p> <p>Place and receive calls with automated system; provide directory assistance and assistance placing calls; other duties as assigned.</p>

<p>Photographer</p> <p>Capture images that depict the legislative process, chamber proceedings, and LRC functions; edit and color correct images; maintain equipment; archive images; other duties as assigned.</p>	
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The individuals selected for these positions must have a positive attitude; a strong work ethic; attention to detail; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that significant overtime will be required.

Application Deadline: Applications must be submitted by the close of business on November 21, 2017. A single cover letter may express interest in multiple positions. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in these positions must email a cover letter and current résumé to LRCresumes@lrc.ky.gov and list the job title(s) of interest in the email subject line. An application that may be accessed at www.lrc.ky.gov/lrc/LRCApplication.pdf must be completed prior to any interview.

Alternatively, applicants may mail these materials to:

Tim Holbrook
 Chief Human Resource Officer, Human Resources and Professional Development
 Legislative Research Commission
 702 Capitol Avenue, Capitol Annex, Room 104
 Frankfort, Kentucky 40601

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