

JOB ANNOUNCEMENT
Posting Date 10/15/2018
Legislative Research Commission

SESSION POSITIONS

2019 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>Switchboard Operator</p> <p>Place and receive calls with automated system; provide directory assistance and assistance placing calls; 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>Message Center</p> <p>Provide customer service support to constituents who wish to relay messages to their legislators, through the LRC phone message line.</p>
<p>Project Center Assistant</p> <p>Prepare rooms for committee meetings and perform post-meeting cleanup; process mailings for legislators and agency staff; other duties as assigned.</p>	

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 30, 2018. 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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