

JOB ANNOUNCEMENT
Posting Date 05/02/2017
Legislative Research Commission

Interim Joint Committee on Natural Resources and Environment

The Legislative Research Commission is currently accepting applications for the position of **Legislative Committee Assistant** with the Interim Joint Committee on Natural Resources and Environment. This position is nonpartisan in nature and requires the ability to work with neutrality in a politically charged environment.

The job duties and minimum requirements are as follows:

Job Duties: The job duties for this Legislative Committee Assistant position with the Interim Joint Committee on Natural Resources and Environment include, but are not limited to, the following:

- Communicate with supervisor to learn about agency policies and procedures.
- Work with agencies, legislators, and the public.
- Help with committee meeting logistics, including planning and in-meeting coordination and distribution of materials, and otherwise help with staffing of meetings; collect legislators' travel vouchers and send to General Assembly Business Office.
- Work when requested with other committees or task forces during an interim or session.
- Undertake limited travel for committee meetings, meetings with legislators, and other occasions as appropriate.
- Prepare committee minutes reports and other communications.
- Maintain bill logs and other information to facilitate efficiency during the session and interim.
- Enter text and data in necessary formats for committee correspondence and other documents.
- Proofread documents for proper format, accuracy, and style.
- Answer routine questions from staff and non-staff about office or committee procedures.
- Collect, copy, and sort materials.
- Coordinate ordering of supplies.
- Attend training as needed or directed.
- Perform other duties as assigned.

Minimum Qualifications: A High school diploma or GED supplemented by three years in legislative affairs, business administrative work, research, or a related field. College will substitute for the required experience on a year-for-year basis.

The individual selected for this position must have a positive attitude, strong work ethic, be attentive to detail, have knowledge of correct grammar, spelling, and punctuation, have excellent written and verbal communication skills, and be public service oriented with the ability to maintain a good rapport with LRC staff, state employees, and the general public. The individual must be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working significant amounts of overtime will be required.

This is a permanent full time position with benefits including health and life insurance, retirement plan and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

Application Deadline: Applicants for this position must be submitted by the close of business May 16, 2017. Review will begin immediately upon receipt.

All persons meeting the minimum requirements and who are interested in this position are encouraged to submit by email a cover letter and current resume to: [LRCresumes@lrc.ky.gov](mailto:LR Cresumes@lrc.ky.gov) and list the job title in the email subject line. Alternatively, applicants may mail these materials to:

Tim Holbrook
Assistant Director for Human Resources and Professional Development
Legislative Research Commission
702 Capitol Avenue, Capitol Annex, Room 104
Frankfort, Kentucky 40601