

JOB ANNOUNCEMENT
Posting Date 05/25/2018
Legislative Research Commission
Legislator Support Services

The Legislative Research Commission is currently accepting applications for the position of **Legislative Assistant**. 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: Include, but are not limited to, the following:

- Prepare/compose letters and other documents.
- Assist members in carrying out their legislative duties without regard to political affiliation or philosophy.
- Interact with constituents, other legislators, lobbyists, and other state agencies.
- Make travel arrangements for members and assist in the preparation and submission of post-travel documentation for expense reimbursement.
- Request and produce certificates of recognition.
- Schedule appointments, tours, photos, and constituent visits.
- Schedule legislative appointments and maintain legislators' calendar and brief them on their schedule.
- Answer the telephone and record accurate messages and relay the message in a timely manner.
- Perform other duties as assigned.

Minimum Requirements: High School diploma (or GED). Associates Degree preferred.

Candidate must have at least one year of experience working in a professional office, or as a secretary or personal assistant in a government office setting. Experience may be substituted for education at the discretion of the hiring supervisor/manager.

Desired Skills and Abilities:

- Strong verbal and written communication skills.
- Command of Microsoft Office Suite software and good computer skills.
- Ability to perform work in a professional manner and maintain a calm demeanor under intense pressure.
- Outstanding organizational skills.
- Ability to understand and uphold the strict confidential nature of legislative work.
- Ability to uphold expectations of a nonpartisan staff member.
- Ability to work extended hours as needed.

The individual selected for this position must have a positive attitude, strong work ethic, be attentive to detail, 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: This position will remain open until filled.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to LRCresumes@lrc.ky.gov and list the job title in the email subject line. An application (which may be accessed at www.lrc.ky.gov/lrc/LRCApplication.pdf) must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

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