

JOB ANNOUNCEMENT
Posting Date 05/25/2017
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:

- Typing letters and other documents.
- Assisting members in carrying out their legislative duties without regard to political affiliation or philosophy.
- Interacting with constituents, other legislators, lobbyists, and other state agencies.
- Making travel arrangements for members and submitting post-travel documentation for expense reimbursement.
- Assisting in the ordering and production of legislative citations, Colonels, and Admirals.
- Scheduling appointments, tours, photos, and visits from constituents.
- Answering the telephone and taking accurate messages.
- Others 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.

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