

JOB ANNOUNCEMENT
Posting Date 11/15/17
Legislative Research Commission

Legislative Services/Project Center

The Legislative Research Commission is accepting applications for the position of Legislative Project Center Assistant in the Project Center. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

Job Duties:

- Prepare rooms for committee meetings and perform post-meeting cleanup.
- Order supplies for Legislative Committee Rooms, Legislative Lounges and kitchen.
- Process legislative citations, surveys, requests for publications, and tour packets.
- Process large mailings for legislators and agency staff.
- Provide telephone coverage for leadership and other offices.
- Print, process, pack, and ship graduation citations.
- Process legislator mail, track postage accounts, and process monthly statements for members.
- Staff Bill Status Line and Message Center.
- Create data documents and perform entry.
- Transcribe tapes and digital data upon request.
- Perform updates for city and county officials.
- Perform board and commission updates.
- Staff public fax room.
- Proofread output of citation writers.
- Perform other duties as assigned.

Minimum Requirements: A high school diploma or GED.

Desired Skills and Abilities:

- Ability to perform work in a professional manner and maintain a calm demeanor under intense pressure.
- Ability to maintain strict rules of confidentiality and nonpartisanship.
- Excellent organizational skills.
- Ability to complete large projects, often facing tight deadlines, independently and in concert with others.
- Strong sense of responsibility and timeliness.
- Positive presence and customer service orientation.
- Willingness to work long, unpredictable hours.
- Willingness to be cross-trained for various tasks, positions, and projects.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; competence in using correct grammar, spelling, and punctuation; excellent written and verbal communication skills; 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, during legislative sessions and occasionally during the interim, 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: Applications for this position must be submitted by the close of business on November 29, 2017. Review will begin immediately upon receipt.

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/Chief Human Resources Officer
Legislative Research Commission
702 Capitol Avenue, Capitol Annex, Room 104
Frankfort, Kentucky 40601

The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin, or disability.