

JOB ANNOUNCEMENT
Posting Date 05/10/2018
Legislative Research Commission

Legislative Services

The Legislative Research Commission is accepting applications for the position of **Supervisor for Legislative Services** in the Legislative Services Department. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

Job Duties:

- Assist in the management and supervision of nonpartisan LRC staff who provide administrative support for members of the Kentucky General Assembly.
- Maintain office coverage, phone coverage, and lobby operations.
- Advise the Deputy Director/Chief Human Resources Officer on personnel issues, communications from legislators regarding staff performance, and other issues that need to be addressed.
- Maintain staff by assisting in interviewing, selecting, orienting, and training employees.
- Maintain a safe, secure, and legal work environment.
- Lead staff by communicating job expectations and plans; by monitoring and appraising job results; and by providing coaching, counseling, and disciplinary measures as directed by the Deputy Director/Chief Human Resources Officer.
- Perform other duties as assigned.

Minimum Requirements: A high school diploma or GED (associate's degree preferred) supplemented by five years in business, legislative service, or government service. Experience may be substituted for education at the discretion of the hiring supervisor/manager.

Desired Skills and Abilities:

- Ability to perform work in a professional manner and maintain a calm demeanor under intense pressure.
- Ability to work in a team management approach.
- Understanding of the legislative process and demonstrated ability to serve all members of the General Assembly without regard to political affiliation or philosophy.
- 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; 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 May 24, 2018. 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
Deputy 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.