



Closing Date: Open

Missouri House of Representatives EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Legislator Assistant to Representative Wick Thomas

LOCATION: Missouri House of Representatives, Missouri State Capitol Building
Jefferson City, MO

STARTING SALARY: Base starting salary is \$1,570.32 bi-monthly.

The salary reflected in the job posting does not represent differentials such as shift, premium pay for certain duties, and time-of-service pay.

DESCRIPTION: The Legislator Assistant is highly responsible administrative position providing constituent assistance and office support to a member of the Missouri House of Representatives, requiring a high degree of independent judgment, action, and confidentiality. Bilingual skills are preferred. This full-time position is located in Jefferson City, MO, and is eligible for Missouri State benefits.

RESPONSIBILITIES: The Legislator Assistant provides essential administrative and legislative support the House member. This role serves as the principal point of contact for a constituency that is ethnically and culturally diverse. The Assistant must respond to calls, emails, and office visits with professionalism and efficiency. This Legislator Assistant will manage organizational systems, including databases and files, and conduct research on legislation, bills, and policy issues to keep the member informed.

Key responsibilities include drafting and distributing press releases, district newsletters, and other communications; planning field trips to the Capitol, conferences, and special events; and making travel arrangements when needed. Legislator Assistants ensure timely and accurate management of the member's expense account in compliance with House policy and maintain detailed records. Additional duties include composing correspondence and reports, taking and transcribing meeting minutes, and attending committee hearings to support the member's work. This role requires strong communication, organizational, and research skills, along with the ability to manage multiple tasks in a fast-paced environment.

QUALIFICATIONS: Successful candidates must demonstrate strong customer service skills and proficiency in using a personal computer, including Microsoft Office applications. This position also requires effective verbal and written communication skills, a high degree of professionalism and confidentiality, the ability to build and maintain productive working relationships, and strong organizational and time-management abilities. **Bilingual skills strongly preferred.** High School graduation or equivalent required. One or more years of work experience in a related field and a general knowledge of the legislative process is preferred.

APPLICATION PROCESS: Please send resume, application, and letter of interest electronically through [MoCareers](#) or to houseadmin@house.mo.gov. Documents may also be submitted to the MO House of Representatives, 201 W. Capitol Avenue, Room B22, Jefferson City, MO 65101, Attention: Legislator Assistant - Thomas. Additional information may be found on the House website at www.house.mo.gov.

EMPLOYMENT RESTRICTIONS: The House prohibits the hiring of any person who at the time of initial hiring is related to any member within the fourth degree by blood or marriage.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.