



Closing Date: Open

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Legislator Assistant – Part Time

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

STARTING SALARY: \$10.00/hour

DESCRIPTION: The Legislator Assistant position is a responsible administrative position providing constituent assistance and office support to a member of the Missouri House of Representatives. This is a part time, hourly position and is not eligible for Missouri state benefits.

RESPONSIBILITIES: This position is responsible for assisting a House member with administrative functions as needed; receives telephone calls, emails, and visits from the member's constituents and the general public and provides an appropriate response in a timely manner; creates and maintains databases, files and other organizational systems; researches and tracks legislation, bills, and other related issues; coordinates and develops the district newsletter; and coordinates field trips to the Capitol.

QUALIFICATIONS: Successful candidates must have good customer service skills and the ability to operate a personal computer with a general proficiency in Microsoft Office. The position also requires the ability to communicate effectively both verbally and in writing, the ability to maintain professional confidentiality, the ability to establish and maintain effective working relationships, and the ability to stay organized and manage time effectively. A general knowledge of the legislative process is preferred.

APPLICATION PROCESS: Please send resume and letter of interest to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Legislator Assistant – Part Time. Documents may also be submitted electronically to househr@house.mo.gov. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

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.