



Closing Date: Open

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Legislator Assistant

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

STARTING SALARY: Base starting salary is \$1,570.32 bi-monthly. A bi-monthly stipend of \$562.50 may be available if applicant is hired to work for two Members.

DESCRIPTION: The Legislator Assistant position is a highly responsible administrative position providing constituent assistance and office support to a member of the Missouri House of Representatives. The Legislator Assistant position requires a high degree of independent judgment, action, and confidentiality. This position is full time and is eligible for Missouri state benefits.

RESPONSIBILITIES: The Legislator Assistant 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, conferences and special events. Coordinates travel arrangements for Member when necessary. Maintains the Member's expense account in accordance with House policy. Coordinates and develops press releases, district newsletters, and other media materials. Composes a variety of materials and correspondence with accuracy. Takes and types minutes as needed for meetings. Attends committee hearings as needed to support the Member. Performs other related duties as assigned.

QUALIFICATIONS: Successful candidates must have good customer service skills and the ability to operate a personal computer with 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. High School graduation or equivalent required; additional education beneficial. One or more years of work experience in related field and a general knowledge of the legislative process is preferred.

APPLICATION PROCESS: Please send resume, application, 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. Documents may also be submitted electronically to houseadmin@house.mo.gov or through MoCareers. 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.

Positions will be filled as they become available.

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.