



CLOSING DATE: Position will remain open until filled

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Executive I – Part Time

LOCATION: Missouri House of Representatives
Office of the Assistant Chief Clerk/Procedures
Missouri State Capitol Building
Jefferson City, MO

STARTING SALARY: Hourly salary commensurate with applicable education and experience.

DESCRIPTION: The Executive I position is a responsible part time position in the House Communications Division. This position is an advanced administrative/technical position with a high degree of responsibility in supporting the operation of House Communications and is responsible for general office management including the intake and assignment of work requests made by legislators; as well as various other administrative functions in support of House Communications. This position reports to the Director of the House Communications Division and is located in Jefferson City. This part time position is not eligible for Missouri state employee benefits.

RESPONSIBILITIES: The Executive I position is responsible for the administrative/technical support of the House Communications Division and will be required to answer incoming telephone calls, receive visitors and control their access to the staff members of the Communications Division, log work assignments for tracking purposes and respond to inquiries for information from House members, staff, legislative assistants and the general public; in addition, the successful applicant must perform general administrative duties and other related work as required.

QUALIFICATIONS: Advanced knowledge of office practices, procedures, personal computer software and office equipment, business English, spelling and grammar, and the ability to type accurately at a working rate of speed. Applicant must be able to work under pressure of frequent deadlines and have a working knowledge of the legislative process and the ability to maintain confidential information at all times. This position requires high school graduation or equivalent, five years' experience in administrative work or office management with familiarity in computer software applications. Graduation from an accredited four-year college or university may be substituted on a year for year basis for required experience. Legislative experience preferred.

APPLICATION PROCESS: **This position will remain open until filled. 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: Executive I – 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.