

## **Office Assistant and Committee Assistant Positions**

Beginning mid-November 2014, Legislative Administrative Services will take applications for Office Assistant and Committee Assistant positions for Kansas Legislators. If interested, you must call to make an appointment for a personal interview and to complete an application and skills tests.

Candidates for this temporary full-time position need to commit to work for the entire Legislative Session which will begin in early January and end mid-May. There is a three to four week break in April.

All successful applicants will have a working knowledge of Microsoft Office (Word, Excel and Outlook), know how to research topics on the Internet, and have excellent interpersonal skills.

Office Assistants greet the public, answer phones and process in-coming and out-going mail for Legislators. Assistants also have other general office duties such as scheduling meetings, maintaining calendars, drafting correspondence and distributing newsletters.

Committee Assistants are responsible for the preparation and distribution of committee agendas, recording meeting minutes, preparing end-of-session committee books, and managing other committee tasks as requested by the Committee Chair.

In addition, Office Assistants and Committee Assistants may be asked by legislators to complete special projects.

Elective refresher computer training is available in December at no cost and each new candidate is required to attend a two-day training program a few days prior to the start of the Session. Compensation for these positions includes a salary, paid leave, free parking and a deferred compensation plan.

If you qualify and are interested in applying for a temporary position, please call Legislative Administrative Services after November 13, 2014. You may call 296-7351 during normal business hours.