

ARIZONA SENATE RESEARCH STAFF

Position Announcement: Research Staff Administrative Assistant

The Arizona State Senate is currently accepting resumes for the position of Research Staff Administrative Assistant. The Senate Research Staff is a non-partisan research department that provides professional research and related services to members of the Arizona Senate on a full-time, year-round basis. The Administrative Assistant provides excellent customer service to key constituencies and helps the Research Staff produce a variety of documents.

Job Description

The Administrative Assistant completes various administrative duties under the supervision of the Research Director. Administrative Assistant duties include:

- managing Research Department phones by answering incoming calls, responding to public inquiries and directing calls to the appropriate staff member;
- proofreading, editing, archiving and posting legislative documents online;
- drafting amendments for Senate Research Staff;
- scheduling meetings, facilities and training activities upon request of Research Staff;
- supporting various aspects of the internship process; and
- compiling lists and directories for Research Staff.

Qualifications

- Possess excellent customer service, editing, writing and organizational skills.
- Display an ability to work both in a team environment and independently.
- Demonstrate flexibility and adaptability to changing priorities.
- Ability to work long and unpredictable hours during the legislative session.
- Willingness to learn new skills.
- Experience in Microsoft Word, Outlook, Excel and PowerPoint.
- Preference to individuals with knowledge of the Arizona legislative process.

Salary and Benefits

Excellent benefits package includes membership in the Arizona State Retirement System, health insurance and optional deferred compensation and medical reimbursement account.

Interested individuals should email a letter of introduction and resume to:

Susie Myers

Human Resources/Comptroller

Arizona State Senate

Subject: Research Staff Administrative Assistant

smyers@azleg.gov