

Arizona State Senate

Office of the Senate Secretary

Session Only - Nonpartisan Position: Committee Secretary

Job Summary

The Committee Secretary, under the direction of the Secretary of the Senate, produces a comprehensive summary and accurate record of the discussions and actions occurring at each assigned committee meeting.

Job Duties

- Staffs committee meetings including composing minutes from notes and recording of meeting
- Roll call of committee members for attendance or voting
- Organizes and labels attachments from committee meeting, prepares the committee reports and submits the final committee action to Office of the Senate Secretary
- Blends proposed amendments that have been adopted by the committee
- Participates in all stages of bill preparation
- Assists the Office of the Senate Secretary with proofreading
- Respond to incoming telephone calls and visitors in a professional and courteous manner, taking and relaying messages as necessary
- Performs other duties as assigned by the Secretary of the Senate

Qualifications

- High school diploma or equivalent
- Two years of related administrative experience
- Strong proficiency in communication, writing, editing and proofing

Knowledge, Skills and Abilities

- Proficient in Microsoft Office
- Effective organization and time-management skills
- Ability to interact positively with legislative members, members of the public, legislative staff, departments, agencies and organizations
- Ability to maintain confidentiality
- Ability to perform detailed work with a high degree of accuracy
- Ability to work independently and in a team environment
- Ability to work with interruptions and adapt to changing priorities

Temporary Position

This is a temporary, session only position that would begin in January and end with the completion of the 2025 Arizona Legislative Session (historically May or June). The position pays \$21.00/hour, is non-benefited, and does not qualify for enrollment in the Arizona State Retirement System.

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

Susie Myers

Human Resources/Comptroller

Arizona State Senate

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smyers@azleg.gov