

## Office Assistant and Committee Assistant Positions

Beginning mid-November every year, 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.

Computer training is offered in December. Each new candidate is required to attend a one-day training program a few days prior to the start of the Session. Compensation for these positions include 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 11 of every year. You may call 296-7351 during normal business hours.