

2024 Kansas Legislature Session
Office Assistant Positions
Effective December 18, 2023

Office Assistant positions are still available for the 2024 Legislative Session.

Office Assistants greet the public, answer phones and process in-coming and out-going mail (including e-mail), and may schedule meetings, maintain calendars, and complete special projects for Legislators.

Paid training includes a one-day computer training course for Microsoft Word, Excel and Access and Outlook training on email, calendars and distributions lists between December 27 and December 29, 2023. Additional business training and orientation will be on January 2, 2024, and the morning of January 3, 2024.

The first full day of work is January 5, 2024, and the 90-day session begins January 8, 2023.

For further information call 785-296-7351

This is your opportunity to meet new people and have a front-row seat to the legislative process.

Call now!

785 296-7351