# ARIZONA SENATE ADMINISTRATIVE STAFF
## Position Announcement: *Senator's Assistant*

The Arizona State Senate is currently accepting resumes for the position of Senator's Assistant. This position is a non-partisan position that provides administrative assistance to members of the Arizona Senate on a full-time, year-round basis.

### Job Description

A Senator's Assistant works directly with the Senator, acting as support staff to the office. Duties include:

- Member Office Management
  - ✓ Independently manage and perform a wide variety of complex and administrative functions related to a Senator's office.
  - ✓ Schedule and coordinate appointments, meetings, and community events.
  - ✓ Facilitation of information between research staff, other Legislators, state agency personnel, lobbyists, and the public.
- Public and Constituent Relations
  - ✓ Manage and respond to all constituent communications including phone calls, letters, emails, etc. This may involve bill tracking and research into issues.
  - ✓ Act as liaison to community groups, stakeholder groups, agencies, and grass-roots organizations on Member's behalf.
- Policy Support
  - ✓ Maintain general knowledge of diverse range of Member's priority issues and bills.
  - ✓ Research and analyze existing and potential legislative issues that are of interest to Member.
  - ✓ Work well with partisan and nonpartisan staff in providing policy support.
  - ✓ Assistants to Committee Chairs are also responsible for coordinating all aspects related to committee chairmanship. This includes scheduling and dissemination of committee agendas.

### Qualifications

- One year of professional administrative experience.
- Excellent organization, time management, writing and research skills.
- Ability and willingness to work additional hours during the legislative session.
- Experience in Microsoft Word and Outlook.
- Knowledge of the Arizona legislative process.

### Salary and Benefits

Starting annual salary is $34,500, experience may be taken into consideration. Benefits include paid holidays; paid annual and sick leave; Medical, Dental and Vision Insurance; Short-Term and Long-Term Disability; and Guaranteed Pension and Retirement Savings.

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

Susie Myers
Arizona State Senate
Subject: Senator's Assistant Position
smyers@azleg.gov