

# **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