

# **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 staff and members of the Arizona Senate on a full-time, year-round basis. The Administrative Assistant provides excellent customer service to all 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
- 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 given to individuals with knowledge of the Arizona legislative process

### **Salary and Benefits**

Starting annual salary is \$42,200, experience will be taken into consideration. Excellent benefits package includes membership in the Arizona State Retirement System, optional health, dental, and vision insurance, deferred compensation and medical reimbursement accounts.

*If interested, please email a letter of introduction and resume by July 30, 2021 to:*

**Susie Myers**

Human Resources/Comptroller

Arizona State Senate

Subject: Research Staff Administrative Assistant

smyers@azleg.gov