

ARIZONA SENATE ADMINISTRATIVE STAFF

Position Announcement: *Senator's Assistant*

The Arizona State Senate is currently accepting resumes for the position of Senator's Assistant.

Job Description

Senate Assistants play a vital role in the day-to-day operations of the Arizona State Senate. They serve as direct liaisons between the Senator, constituents, legislative offices, and the general public. The position requires professionalism, discretion, strong organizational skills, and the ability to thrive in a fast-paced, dynamic environment.

Essential Duties & Responsibilities

- **Constituent Services:**
 - o Respond to phone calls, emails, and walk-in inquiries from constituents.
 - o Log and track constituent concerns and ensure timely follow-up.
 - o Provide information about legislation, Senate proceedings, and available state services.
- **Legislative Support:**
 - o Assist in tracking bills, committee agendas, and floor calendars.
 - o Coordinate materials and logistics for committee hearings and caucus meetings.
 - o Prepare briefing notes and background information as requested by the Senator or staff.
- **Office Administration:**
 - o Manage the Senator's calendar, schedule meetings, and maintain appointment records.
 - o Draft and proofread correspondence, newsletters, and talking points.
 - o Organize and maintain office files, supplies, and administrative systems.
- **Communication & Events:**
 - o Help coordinate Capitol tours, stakeholder/constituent meetings, and luncheons.
 - o Represent the Senator's office in a courteous and professional manner.

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 State legislative process.

Work Environment & Schedule

This is a non-partisan, full-time, in-person position located at the Arizona State Capitol.

Salary & Benefits

The position has a starting annual salary of \$50,000. It includes a comprehensive benefits package with membership in the Arizona State Retirement System, life insurance and long-term disability. It offers optional health and dental insurance, deferred compensation, flexible spending accounts, short-term disability and supplemental life insurance. The Senate also offers vacation, sick and holiday pay.

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

Susie Myers, Senate Comptroller/HR

Subject: Senator's Assistant Position

smyers@azleg.gov