

**Connecticut General Assembly  
JOB OPPORTUNITY  
Legislative Administrative Assistant**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public  
**Location:** Hartford  
**Hours:** Full-time  
**Closing Date:** August 12, 2022, 5:00pm

**General Knowledge:**

The Office of Legislative Management is seeking a full-time Administrative Assistant to work as a key member of the front office support team in a fast - paced business office. We are seeking an experienced individual with demonstrated skills in communicating effectively, working under pressure, and handling multiple tasks while answering high volume telephone inquiries. Responsibilities include:

- Coordination of special events
- Scheduling meetings rooms
- Working with outside groups and elected officials
- Excellent Microsoft Word experience
- Very strong customer service skills

**Minimum Requirements**

High school diploma plus a minimum of two years secretarial experience or equivalent combination of education and experience. Must have the ability to work overtime, including nights and weekends, during legislative sessions.

**Application Instructions:**

Please send resume and cover letter via email to [CGAEmployment@cga.ct.gov](mailto:CGAEmployment@cga.ct.gov) indicating Administrative Assistant in the subject line. Interested applicants must apply by 5:00pm on August 12, 2022.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.