

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: October 16, 2022

The Legislative Commissioners' Office (LCO), the nonpartisan legal services office for the Connecticut General Assembly, is seeking full-time administrative assistants. Primary responsibilities include processing bills and amendments considered by the General Assembly and updating the statute database in preparation for statute publication. The duties of the position include:

- Typing documents and reviewing and editing documents for grammar, clarity, consistency, and accuracy;
- Providing comprehensive administrative support to the office, including answering and directing telephone calls, composing and handling correspondence, greeting visitors, copying documents, faxing documents, and facilitating the timely flow of documents; and
- Maintaining a positive and professional demeanor in a demanding workplace.

General Skills & Abilities

1. **Technology Skills** — Must be (a) proficient in Microsoft Word, (b) a fast and accurate typist, and (c) proficient using office equipment such as copiers, scanners, fax machines, and multi-line phone systems.
2. **Communication Skills** — Excellent spelling, grammar, and proofreading skills are required. Excellent oral and written communication skills are required.
3. **Attention to Detail** — Must compile and type complex legislation from a variety of sources into proper legal form by following outlined instructions and established procedures. Attention to detail is critical because the final documents generated will become official bills and resolutions, the official Public and Special Acts, and the official Connecticut General Statutes.
4. **Organizational and Time Management Skills** — Excellent organizational and time management skills are required.
5. **Interpersonal Skills** — Must work as part of a team of administrative professionals to proofread and ensure accuracy of various documents under strict deadlines. Must be able to interact with people from all levels of the legislature as well as members of the public. Interpersonal skills such as patience, tact, and composure are required.

6. **Multi-Tasking Skills** — Proven ability to handle multiple assignments and competing priorities is essential.
7. **Familiarity with Legislative Terminology and the Legislative Process** — Knowledge of the legislative process is a plus.

Minimum Requirements

High school diploma and at least three years of clerical or other administrative experience with Microsoft Word; or any equivalent combination of education and experience. Must have the ability to work overtime, including nights and weekends during legislative sessions.

Preferred but not required

B.A., paralegal certificate, or experience as a legal administrative assistant.

Application Instructions:

Please send resume and cover letter via email to lcoemployment@cga.ct.gov. Application materials to be received no later than October 16, 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.