

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Legislative Aide**  
**Connecticut State Senate Republican Caucus**

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

**Open To:** The Public  
**Location:** Hartford  
**Hours:** Full-Time  
**Salary:** To be determined  
**Closing Date:** Open Until Filled

**Mission:**

To assist an elected state Senator in successfully fulfilling their public obligations by providing support and overseeing the operation and administration of the Senator's office. Ideal candidate will be loyal and conscientious, and eager to join a team of like-minded people dedicated to changing the public policy direction of Connecticut.

**Reports to:**

Senator, Caucus Staff Director

**Essential Job Functions:**

- Respond to incoming telephone calls, mail, and emails in a professional and courteous manner, handling the communications in a way that is politically knowledgeable while assessing the importance to the Senator.
- Interact with constituents and manage requests for information and case work. Serve as the liaison between the Senator and the district.
- Facilitate and coordinate communication and meetings between the Senator, legislators, state and local officials, staff, agency personnel, stakeholders and constituents.
- Schedule appointments and maintain the Senator's calendar.
- Prepare/compose correspondence from the Senator.
- Maintain electronic systems to track constituent inquiries and to keep the Senator informed.
- Track advancement of bills through the legislative process.

**Necessary Skills, Knowledge and Abilities**

- Possess strong written and oral communication skills
- Ability to perform multiple tasks accurately and efficiently under time constraints
- Be attention, organized, and detail oriented
- Ability to work both independently and cooperatively
- Familiarity with legislative systems is preferred.

**Application Instructions:**

Prospective applicants should provide a resume and cover letter to:

**Director of Operations**  
**Senate Republican Office**  
**Legislative Office Building, Room 3400**  
**Hartford, CT 06106**

**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.