Connecticut General Assembly
JOB OPPORTUNITY
Legislative Secretary

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford
Hours: Full-time
Salary Range: $45,672 - $66,408
Closing Date: October 25, 2019

The Legislative Commissioners' Office (LCO), which is the nonpartisan legal services office for the Connecticut General Assembly, is seeking two full-time secretaries. 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;
- Working long and often unpredictable hours of overtime, including a number of weekends and late nights, during certain parts of the year; 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. **Verbal skills** - Excellent spelling, grammar and proofreading skills 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 final products are 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 secretaries to proofread and ensure accuracy of work 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 juggle 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 secretarial experience with Microsoft Word; or any equivalent combination of education and experience. Must have the ability to work long and often unpredictable hours of overtime, including a number of weekends and late nights, during certain parts of the year.

**Preferred but not required**
B.A.; Paralegal certificate; Experience as a legal secretary.

**Application Instructions:**
Please send resume and cover letter to Secretarial Search, Legislative Commissioners' Office, Legislative Office Building, Room 5500, Hartford, CT 06106-1591 to be received no later than 5:00 pm on October 25, 2019.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER