

Connecticut General Assembly
JOB OPPORTUNITY
Fiscal Note Coordinator / Administrative Assistant

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

Open To: The Public
Location: Hartford
Hours: Full-time
Salary Range: \$38,618 - \$51,859
Closing Date: January 6, 2017

The Office of Fiscal Analysis (OFA), the nonpartisan fiscal research and analysis office for the Connecticut General Assembly is seeking a full-time fiscal note coordinator/administrative assistant. The duties of the position include:

- Acting as a liaison between OFA and other nonpartisan offices;
- Coordinating and assigning workflow;
- Reviewing and editing office documents for grammar, clarity and accuracy;
- Maintaining internal directories and administrative archives;
- Providing complete administrative support, including answering and directing telephone calls, composing and handling correspondence, greeting visitors, copying, faxing, and timely distribution and flow of work products;
- Maintaining a professional demeanor in a demanding workplace.

General Skills & Abilities

1. **Technology Skills** — Must be proficient with Microsoft Word, Excel and PowerPoint (ability to format various documents) and be comfortable with using office equipment like fax machines, copiers, scanners, and multi-line phone systems.
2. **Attention to Detail** — Attention to detail is critical. Administrative assistants handle the minutiae of daily activity in OFA and attention to detail is important in nearly every task, such as drafting and proofreading documents.
3. **Organizational and Time Management Skills** — Excellent organizational skills are fundamental to efficient OFA office operations. The documents OFA produces are extremely time sensitive.

4. **Interpersonal Skills** — This position interacts with many people from all levels of the Legislature as well as lobbyists and members of the public. Interpersonal skills such as patience, tact, and the ability to maintain composure are valuable. Good communication skills, both verbal and written, are basic requirements.
5. **Multi-Tasking Skills** — The ability to juggle multiple assignments and competing priorities is essential.
6. **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 clerical or secretarial experience with some word processing experience; or any equivalent combination of education and experience. Must have the ability to work occasional late nights.

Preferred but not required

B.A.; Knowledge of the Connecticut State Legislature.

Application Instructions:

Please send resume and cover letter to Office of Fiscal Analysis, Legislative Office Building, Room 5200, Hartford, CT 06106 or e-mail ofaposition@cga.ct.gov to be received no later than 5:00 pm on January 6, 2017.

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.